

State Auditor's Office

Travel Manual

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I. INTRODUCTION

The purpose of this manual is to prescribe the policies, rules, and procedures for authorization and reimbursement of expenses incurred by State Auditor's Office (SAO) personnel while traveling on official business.

Numbers found at the beginning of subsection Titles or paragraphs represent subsections of the Travel and Transportation Regulations (Part Four, Chapter Two) of the Office of Financial Management (OFM) *Policies, Regulations and Procedures* Manual. The OFM manual establishes the general guidelines to which the SAO manual adheres. The OFM manual may also be referenced for additional information.

If you have questions or concerns regarding these policies, rules, and regulations, please contact Financial Services, PO Box 40031, Olympia WA 98504-0031, telephone number (360) 586-0091.

II. POLICIES, RULES, AND REGULATIONS

A. Authorizations and Travel Management

1. Approvals by Agency Head

The State Auditor has approved the methods of reimbursement described in this manual. The State Auditor identified the level in the SAO management structure to which delegation exists.

2. General Travel Policies (OFM 4.2.1.3.1)

- a. All employees shall exercise prudent judgement in planning trips and incurring expenses. Unnecessary or excessive expenses will not be reimbursed. Each employee should eliminate unnecessary travel in the performance of work assignments. When feasible, two or more employees should travel on official business in one vehicle.
- b. Before placing a person on travel status, the supervisor is to determine whether it is more costly to provide the traveler with meals and/or overnight lodging or require return to the official station or residence at the end of the day or week. When employees choose to commute daily, the audit manager may choose to limit daily mileage reimbursement to the maximum daily per diem allowance for the audit location. This does not apply to the first and last day of the audit for which greater travel expenses would be incurred.
- c. Authorization of travel is to be exercised through the use of a travel authorization form (A40), or other equally effective means.
- d. Out-of-state travel involving overnight stays requires the prior written approval of the State Auditor or his designee. For the purpose of this paragraph only, travel to the counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state travel.
 - (1) To request prior approval for travel outside Washington, a "Training Request and Approval" form or memo must be submitted to the State Auditor.
 - (2) Per diem rates for outside the continental USA are available from the Office of Financial Management.
- e. Instate travel requires, at a minimum, the signature/approval of the immediate supervisor on the Travel Expense Voucher (A20-A). The travel expense voucher must be signed personally by the employee.
- f. Employees must submit with their approved travel voucher (A-20) documents which explain the justification/reason for all out-of-state travel, and for any in-state travel involving two or more consecutive nights lodging. At a minimum, this documentation must contain the following information:
 - (1) The purpose to the trip and how it relates to the employee's work assignment;
 - (2) A description of the expected benefits;
 - (3) A statement of whether an alternative approach could have achieved the same result.

For all audit assignments, SAO recognizes that most audit work can only be performed at the audit entity's premises to properly examine source documents and assess the level of internal controls that exist, with the least disruption to the entity. This requirement does not apply to normal audit examinations.

- g. Assignments placing employees in travel status at a temporary duty station are to be reviewed after 90 days to determine if the employee's permanent official duty station should be changed. If it is determined to be more economical to the state to have the employee continue on temporary assignment in travel status, written approval is to be obtained from the division head.
- h. Employees are to develop and implement alternatives to travel, as well as less expensive means of travel. These methods should include, but are not limited to:
 - (1) Teleconferencing, video conferencing;
 - (2) Video recordings, published reports;
 - (3) Making transportation arrangements through state-qualified travel agents and using contracted air carriers (OFM 4.2.3.2.4.a);
 - (4) Car-pooling (OFM 4.2.1.3.1.e) and greater use of public transportation;
 - (5) Reduced frequency of out of town meetings;
 - (6) Restrictions on the number of staff traveling to the same destination; and
 - (7) Coordinating between agencies for joint travel arrangements when more than one agency is involved.

3. Health and Safety of Travelers (OFM 4.2.1.3.2)

Health and safety of travelers is a top priority in the conduct of travel related activities. It is considered advantageous to the state for travel plans and itineraries to be established and altered with consideration of hazardous inclement weather and other situations that could threaten the health and safety of state personnel.

- a. **When Severe Inclement Weather Is Not Involved** - Alteration of travel plans and itineraries for health and safety reasons, **when severe inclement weather is not involved**, which will result in extra travel expenses, including meal and/or lodging costs must generally be pre-approved by the traveler's supervisor. In emergency situations, such as sudden on-set of incapacitating illness, the supervisor should be contacted as soon as possible. The condition must also be noted on the traveler's travel expense voucher. The notation on the travel expense voucher must include an explanation of the health or safety issue, the name of the supervisor who approved the alteration, and the date and time of approval.
- b. **When Severe Inclement Weather Is Involved** - Travel plans and itinerary alteration **because of severe inclement weather** which may cause additional costs to be incurred, require prompt notification of the traveler's supervisor. The condition must also be noted on the traveler's travel expense voucher. The notation on the travel expense voucher must include a short description of the severe inclement weather, the name of the supervisor who was notified, and the date and time of notification.

4. Compliance with the Americans With Disabilities Act (OFM 4.2.1.3.3)

- a. Compliance with the Americans with Disabilities Act is considered to be advantageous. All state personnel are to be afforded equal opportunity to perform travel for official business even if the travel costs for disabled travelers will exceed what would normally be most economical to the state. For example:
 - (1) When a traveler uses a wheelchair and it is necessary to pay more for an airline ticket so the traveler can fly on a larger airplane that can accommodate the wheelchair.
 - (2) When a traveler has hearing or vision impairments and there is a cost of providing auxiliary aids and services to enable the traveler to successfully accomplish the purpose of the travel.
 - b. Documentation Requirements - Travel authorizations and travel claims should be annotated that the extra costs were required to comply with the Americans with Disabilities Act.
5. Conventions, Conferences, and Meetings (**OFM 4.2.1.3.4**)
- a. The location of **all** conferences, conventions, training sessions or meetings sponsored by SAO are to be barrier-free in accordance with Section 4.3.10. of the OFM manual. Selection criteria are to consider cost to the state, the suitability of barrier-free facilities, accessibility to attendees, and other relevant factors. First priority is to be given to using state owned barrier-free facilities in lieu of renting or leasing other facilities.
 - b. When conferences, conventions, training sessions or meetings sponsored by SAO are held in a barrier-free non-state facility, the person responsible for locating and choosing the facilities must submit, in advance, a written justification to the State Auditor or the Chief Deputy Auditor for approval. The justification must include:
 - (1) The meeting purpose and objective;
 - (2) The names of persons or organizations expected to attend;
 - (3) An estimate of the number attending;
 - (4) An anticipated cost estimate to the state, including employees' travel costs; and
 - (5) The reason for not selecting a state owned barrier-free facility.
6. Travel for Convenience of Employee (**OFM 4.2.1.3.5**)
- a. If an employee elects to return to the official station or residence after the close of a regularly scheduled working day, the maximum reimbursement shall be the lesser of either:
 - (1) The travel expense incurred in returning to the official station or residence, whichever is closer; or
 - (2) The amount which would have been allowable had the employee remained at the temporary duty station.
 - b. If an employee elects to return to the base, as set forth above, the employee is to return to the temporary duty station in time to observe the regularly scheduled working hours.

- c. No reimbursement for subsistence or lodging is to be paid to an employee for extra field time incurred if:
 - (1) Traveling to a destination for the employee's own convenience is in advance of the necessary time for arrival; or
 - (2) Remaining at the destination following an official meeting or other work assignment is for the employee's own convenience.
- d. An employee may couple a vacation or other personal use onto a legitimate business trip WHERE ALL OF THE FOLLOWING CONDITIONS EXIST:
 - (1) The primary purpose of the trip is official state business;
 - (2) The employee uses, where necessary, his or her approved leave for the vacation or personal part of the trip;
 - (3) The state agency does not incur any extra expenses beyond what it would normally incur had the trip occurred without any personal use coupled to the trip.
- e. When leave of absence of any kind is taken while in a travel status, the exact hour of departure and return to the field duty station must be shown on the Travel Expense Vouchers (A20-A, or A20-2A if applicable), and except as provided in the following paragraphs, per diem is not to be granted for such period nor expenses are to be allowed for transportation to and from the post of duty in such case.
- f. Agencies may authorize per diem for extra field time at the destination if it can be demonstrated that a direct savings will accrue to the state. The calculation of the direct savings is to include a comparison of the commercial transportation costs; the per diem costs; and, when applicable, the salary and fringe benefit costs of the employee(s) for whom the extra field time is being authorized. Such comparisons are to be documented and retained with the employee's travel expense voucher.

7. Leave of Absence During Travel (OFM 4.2.1.3.6)

When leave of absence of any kind is taken while on a travel status, except as provided below, subsistence and lodging shall not be granted for such period nor shall expenses be allowed for transportation to and from the post of duty in such case. For this purpose, a travel day will begin at 8:00 a.m. If less than eight hours leave is taken the exact hour of departure and return to the field duty station must be shown on the travel voucher. If a day of leave is requested, leave will commence at 8:00 a.m. and continue for 24 hours to 8:00 a.m.

Whenever a traveler takes leave of absence of any kind because of being incapacitated due to illness or injury, not due to the employee's own misconduct, the authorized reimbursement for subsistence and lodging may be continued during the leave period, but is not to exceed in total the cost authorized for motor vehicle car mileage or common carrier in returning the employee to the official station or residence, whichever is closer, and then back to the assignment.

8. Direct Payments to Vendors (OFM 4.2.1.3.8)

In certain cases, such as conferences and long-term leases, it may be more economical and advantageous to the agency to pay the vendor directly for travel related expenses rather than reimbursing the employee. Written approval of the division head must be obtained prior to authorizing direct billing to the agency.

- a. Any payments made in accordance with this subsection are to be supported, at a minimum, by documents consisting of:
 - (1) A copy of the agreement (i.e., a field order) entered into between the vendor and the agency setting forth the services to be rendered by the vendor and the charges for these services.
 - (2) A list of the state officials, state employees, and other attendees for whom such services are provided and the dates of their attendance or inclusive dates of the long-term agreement. A copy of this list must be provided to the Financial Services.
 - (3) A vendor billing in sufficient detail to ensure that payments are made in conformance with the written agreement between the parties.
- b. Direct billings for employee lodging are not to include any individual room charges for meals, telephones or other personal expenses.
- c. Payments to vendors for travel expenses are not to result in a cost to the state in excess of what would be payable by way of reimbursement to the individuals involved.

B. Travel Expenses (OFM 4.2.2.1.1)

1. General

- a. All travel expenses are reimbursed using the Travel Expense Voucher (State Form A-20-A).
- b. Reimbursement for alcoholic beverage expense is prohibited.
- c. Reimbursement is to be made for all authorized travel, subject to the restrictions provided herein, but shall not be made for transportation incurred between the official station (or telecommuting site) and official residence of the traveler.

2. Basis for Reimbursement

The per diem method is the basis for reimbursement in SAO. It consists of payment for lodging on an actual expense basis, as evidenced by an original receipt, up to a specified maximum and on a set per-meal entitlement basis for subsistence.

The reimbursement amounts in both non high cost and high cost areas, shall not exceed the maximum allowable per diem rates stated in Schedule A or B of Section V, except as authorized by Section II C.4., Lodging Exception to the Maximum Allowable Per Diem Rate.

3. Reimbursement Guidelines

a. In-State Travel

- (1) Time computation begins when the employee leaves the official residence **or** work station, whichever is nearest the destination. No expenses incurred at or between the official station and residence are reimbursed.

- (2) The employee is to promptly return from a business trip when the state business is completed so that the state does not incur any travel expenses it need not incur, such as an extra meal cost.
- (3) For accounting purposes, each day begins and ends at midnight.
- (4) Whenever SAO personnel provide a service (i.e., provide training, attend association meetings, etc.) for any organization or governmental entity (federal, state or local) other than SAO and the examiner time and/or travel expenses are reimbursable from the organization or governmental entity, the employee must use one of the following options.
 - (a) If the employee requests a travel advance or direct reimbursement from this office, they must also provide the necessary information to Financial Services for billing the organization or governmental entity. The billable expenses should be submitted on an SAO Training Billing Sheet (SAO 30-1405) along with supporting documentation.
 - (b) If the employee requests reimbursement directly from the organization or governmental entity, they will not be allowed to request reimbursement for the same expenses from this office via a travel advance or travel expense voucher.
- (5) It is the responsibility of the employee to include and allocate all travel items to the applicable audit or administrative category on the Monthly Time Summary (SAO 30-1351). Those items which can not be identified to a specific audit, training course, etc., should be coded to Time Code 80 - Administration 95000-S095. If the exact dollar figure is unavailable, please indicate this in the comments section. Indicate sufficient information to allow Financial Services to determine the proper charges.

b. Out-of-State Travel

- (1) The same per diem allowances apply for out-of-state travel, exceptions for high-cost areas listed in "Schedule B of Section V."
- (2) Travel outside the continental U.S.A. requires reference to a separate per diem allowance schedule maintained by the Office of Financial Management's State Accounting and Financial Services Division.

4. Miscellaneous Travel Expenses (OFM 4.2.2.1.4)

- a. Miscellaneous Travel Expenses essential to the transaction of official state business are reimbursable to the employee. Reimbursable expenses include, but are not limited to:
 - (1) Taxi fares (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls.
 - (2) Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.
 - (3) Rental of room in a hotel or other place which is used to transact official business. The room rental is reimbursable as a separate item when authorized by Audit Manager.

- (4) Charges for necessary facsimile (FAX) services.
 - (5) Charges for necessary stenographic or typing services in connection with the preparation of reports and/or correspondence, when authorized by the Deputy State Auditor.
 - (6) The actual cost of laundry and/or dry cleaning expenses, **as evidenced by a receipt**, is authorized for employees in continuous travel status for more than five (5) days. Use of coin-operated laundromat is allowable. If a receipt for a coin-operated laundromat is not available, the traveler may claim actual expenses up to \$25 on the "Detail of Other Expense" portion of the Travel Expense Voucher (A20-A).
- b. Whenever possible, motor vehicle rentals, registration fees, rental of rooms for official business, and other miscellaneous travel expenses in excess of \$50 are not to be paid by the employee. The vendor of the services is to be requested to bill the agency in accordance with prescribed purchasing requirements.
- c. The cost of personal care attendant services which are required by disabled employees in order for them to travel will be allowed as a miscellaneous travel expense. Such costs may include fees and travel expenses of the attendant. The maximum reimbursement for such costs is not limited by the dollar amount established in paragraph b. above. The State Auditor or his designee will set the maximum reimbursement for attendant services.
- d. Certain travel expenses are considered as personal and not essential to the transaction of official state business and therefore not reimbursable. Such nonreimbursable expenses include, but are not limited to:
 - (1) Valet services, entertainment expenses, radio or television rental, and other items of a similar nature. Valet services are defined as the hiring of a personal attendant who takes care of the individual's clothes, or helps the individual in dressing, etc. The prohibition against valet services for general travelers is not to be considered as a prohibition against the use of a personal care attendant required by a disabled employee under the provisions of paragraph c. above.
 - (2) Taxi fares, motor vehicle rental, and other transportation costs to or from places of entertainment and other similar facilities. In addition, transportation expenses between an employee's official residence and official station are not allowable.
 - (3) Costs of personal trip insurance (such as personal accident insurance, personal effects insurance and extended liability insurance), and medical and hospital services.
 - (4) Personal telephone calls of an employee. However, reasonable charges for brief personal telephone calls home to relay changes in travel plans are allowable.
 - (5) Any tips or gratuities associated with the personal expenses, such as those listed here in paragraph d., are not reimbursable. This includes tips associated with the procurement of lodging.
 - (6) Employee's parking at their official station, unless unusual circumstances warrant special consideration and is approved in writing by the respective division head.

- e. Receipts for allowable sundry expenditures for amounts in excess of \$5, plus any applicable tax, are required and must be attached to the expense voucher, except for the following:

- (1) Day parking fees
- (2) Transit fares, bridge and road tolls, and taxi and limousine fares when necessary and on official business.
- (3) Telephone calls where it is necessary to use a coin box telephone or where the telephone call cannot be charged to the employee's office telephone extension.

5. Travel Advances

Travel expense advances may be authorized for anticipated reimbursable expenses to be incurred while on official travel status. The traveler need not spend personal funds for state business, except for the mileage portion when using a privately-owned vehicle (POV).

- a. The traveler should use Travel Authorization Form (A-40) for requesting the supervisor's approval of a travel advance. Submit this form (A-40) to Financial Services at least ten working days in advance of the proposed departure. When confronted with an unexpected trip, attach a note informing Financial Services when you need your advance.
- b. The advance amount is limited to the total reimbursable travel cost, excluding mileage cost when a POV is used. The advance should not cover a period exceeding 90 days. For employees who are using the state's charge card system, a travel advance should not be necessary.
- c. The travel advance must be accounted for and/or reimbursed to the agency on or before the tenth day following the period the advance was for.
 - (1) If the employee who received the advance owes the state money, the Travel Expense Voucher (A20-A), along with a check payable to SAO is submitted to Financial Services.
 - (2) If the advance was less than or equal to the expenses incurred, a properly completed Travel Expense Voucher (A20-A) is submitted to Financial Services indicating the net amount due the employee.
- d. Default in repaying an advance causes the full unpaid amount to be due immediately with ten percent interest per annum payable from the date of default.
 - (1) In order to protect the state from losses on travel advances given, the state has a prior lien against the employee and a right to withhold any and all amounts payable or to become payable by the state to the employee up to the amount of the advance plus interest.
 - (2) SAO will make no advance of any kind to any employee having been delinquent in repaying a previous advance.
- e. A travel advance is made to an employee to pay reimbursable costs while performing official duties. No travel advance shall be considered a loan, and any unauthorized disbursement of a travel advance is to be considered as a misappropriation of state monies.

C. Lodging (OFM 4.2.2.2)

1. General (OFM 4.2.2.2.1)

- a. Reimbursement of lodging expenses incurred at a lodging facility located at either the employee's official station or official residence is prohibited.
- b. Allowable lodging expenses include, within the applicable maximum lodging rate, the basic commercial lodging cost and any applicable sales taxes and/or hotel/motel taxes.
- c. For attendance at seminars or professional meetings as opposed to directed or administrative travel, reimbursement for lodging expenses may be at less than the allowable per diem lodging and subsistence rates, provided that in all instances reimbursement at a lower rate is agreed to in writing by the employee, in advance of the travel.
- d. Reimbursement for lodging expenses is not to be authorized when an employee does not incur lodging expenses at a commercial lodging facility.

2. Purchase of Lodging Accommodations (OFM 4.2.2.2.2)

- a. The preferred method of purchasing lodging accommodations while on official state business is through the use of the Department of General Administration-authorized American Express corporate charge card. Employees are to attach lodging receipts to the Travel Expense Voucher (A20-A, or A20-2A if applicable) for all lodging reimbursement.
- b. When an employee elects to use a travel trailer or camper in lieu of commercial lodging facilities for the employee's convenience, reimbursement for subsistence is to be at the subsistence rates stated in SCHEDULE A, Section V D., under the heading "ALL OTHER AREAS." The employee also is to be reimbursed only for actual space rental costs, **as evidenced by a receipt**, up to the daily maximum non high cost location lodging rate displayed in SCHEDULE A, Section V D. **The employee is not to be reimbursed for the rental or lease cost of the travel trailer or camper.**
- c. When in the opinion of a division head, suitable commercial lodging is not available, state lodging is not provided, **and** there is a benefit to the state for the employee to remain at the temporary work station, the division head, **with the employee's concurrence**, may authorize the employee's use of a privately-owned travel trailer or camper. Under this situation, the employee is to be reimbursed at the hourly, non high cost per diem rate displayed in SCHEDULE A of Section V D.

3. 50-Mile Rule (OFM 4.2.2.2.3)

- a. Reimbursement for lodging expenses incurred at a lodging facility or temporary duty work site located within fifty (50) miles (most direct road miles measured either from the lodging facility or the temporary duty work site, whichever is closer) of the closer of either the employee's official residence or official station is not allowed except under one of the following three conditions:
 - (1) An overnight stay in commercial lodging to avoid having an employee drive back and forth for back-to-back late night/early morning official state business;
 - (2) When the health and safety of travelers is of concern as provided in Section II A.3.;

- (3) When an employee can demonstrate that staying overnight is more economical to the state (direct financial, work related costs).

SAO may request an exception to this regulation for other conditions from the Director of OFM.

- b. Employees are required to obtain prior written approval from their division head or designee to use the first and third conditions, and the written authorization and cost analysis must be attached to the employee's travel expense voucher. Prior approval for use of the second condition is not required; however, supervisors are to be promptly notified that this condition is being invoked. This condition is to be noted on the travel expense voucher by the employee in order to obtain reimbursement of the lodging costs.

4. Lodging Exception to the Maximum Allowable Per Diem Rate (OFM 4.2.2.2.4)

- a. When lodging costs as evidenced by a receipt, exceed the allowable subsistence amount, the division head or designee may approve payment of lodging expenses not to exceed 150 percent of the maximum per diem amount for the location:

When an exception to the maximum allowable lodging amount is used, the employee is to select the most economical room available under the circumstances.

Written approval for the exception signed by the division head or designee, must be part of the payment document. An explanation of why an exception was necessary shall also be attached.

The **approved** exceptions to the maximum allowable lodging amounts are:

- (1) When a traveler is assigned to accompany an elected official, foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility (i.e., security); or
- (2) When costs in the area have escalated for a brief period either during special events or disasters; or
- (3) Affordable lodging is not available at the traveler's temporary duty station and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation costs; or
- (4) The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have **business interaction** with other participants in the addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held.
- (5) To comply with provisions of the Americans with Disabilities Act (see OFM manual Section 4.2.1.3.3), or when the health and safety of the traveler is at risk (see Section II A.3.); or
- (6) When meeting facilities are necessary to conduct state business and it is more economical for the employee to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.

SAO may request from OFM an exception to this regulation when special duties or conditions of an assignment result in unusually high expenses.

When utilizing any of these conditions, all employees are to be treated the same under like travel conditions.

EXAMPLE No. 1

Seattle would be an example of a high cost area: An employee who met one of the six conditions could be reimbursed up to \$181.50 for lodging. That is 150 percent of the \$83.00 lodging amount and \$38.00 subsistence rate ($1.50 * (\$83 + \$38) = \181.50).

EXAMPLE No. 2

Shelton, Washington would be an example of a non-high cost area: An employee who met one of the six conditions could be reimbursed up to \$99.00 for lodging. That is 150 percent of the \$40.00 lodging amount and \$26.00 subsistence rate ($1.50 * (\$40 + \$26) = \99.00).

D. Meals, Coffee, Light Refreshments (OFM 4.2.2.3)

1. General (OFM 4.2.2.3.1)

- a. Reimbursement for subsistence expenses incurred at an employee's official station or official residence is prohibited except as provided for under the provisions of the subsection titled Meal with Meetings.
- b. An employee is eligible for meal and lodging reimbursement if in travel status, i.e., away from both the official residence and the official station, and the three-hour rule is met. To meet the three-hour rule, an employee must be in travel status for a total of three hours beyond the employee's regular scheduled working hours in any one day. Time spent between an employee's official residence and official station cannot be included in meeting the three-hour rule.
- c. Employees **must** be in travel status during agency-determined meal times to qualify for meal cost reimbursement.
 - (1) The agency breakfast meal period starts 1½ hours prior to your regularly scheduled working hours and ends at the start of your regularly scheduled work day. To qualify for breakfast, an employee must be in travel status for at least 1½ hours before official starting time and meet the three-hour rule.
 - (2) The agency lunch meal period is your regularly scheduled lunch meal period. To be reimbursed for lunch, an employee must be in travel status during their entire regularly scheduled lunch time and meet the three-hour rule.
 - (3) The agency dinner meal period is the 1½ hour period directly following the end of your regularly scheduled work day. To qualify for dinner, an employee must be in travel status at least 1½ hours after the regularly scheduled quitting time and meet the three-hour rule. When an employee works through the agency dinner meal period at their duty station and goes directly into travel status, the agency meal period is the 1½ hour period directly following their completion of work at their duty station.
 - (4) For weekends and holidays, determine the agency established meal times by using the employee's regular work schedule.

- d. Examples (1)-(6), assume an 8:00 a.m. to 5:00 p.m. Monday-Friday workday with a 12:00 noon to 1:00 p.m. lunch period.
- (1) At 6:00 a.m. travel begins. At 3:00 p.m. travel ends. No meals are reimbursed since the only hours outside the normal workday schedule are from 6:00 a.m. to 8:00 a.m. Therefore, even though travel started more than 1½ hours before 8:00 a.m., neither breakfast or lunch can be reimbursed because the three-hour rule is not met.
 - (2) At 5:00 a.m. travel begins. At 11:30 a.m. travel ends. Breakfast is reimbursed since the three-hour rule is met (5:00 a.m. to 8:00 a.m. is exactly three hours more than the normally scheduled workday) and travel began at least 1½ hours before the scheduled workday beginning at 8:00 a.m.
 - (3) At 5:00 a.m. travel begins. At 4:30 p.m. travel ends. Breakfast and lunch is reimbursed. The three-hour rule is met (5:00 a.m. to 8:00 a.m.). Travel status began at least 1½ hours before 8:00 a.m., and continued through the lunch period.
 - (4) At 7:00 a.m. travel begins. At 6:30 p.m. travel ends. No meal reimbursement is allowed since the three-hour rule is not met. The number of hours outside the regularly scheduled workday total only 2½ (7:00 a.m. to 8:00 a.m., and 5:00 p.m. to 6:30 p.m.).
 - (5) At 6:30 a.m. travel begins. At 6:30 p.m. travel ends. Breakfast, lunch, and dinner are reimbursed as the three-hour rule is met. The number of hours outside the regularly scheduled workday is exactly three hours (6:30 a.m. to 8:00 a.m. and 5:00 p.m. to 6:30 p.m.). Breakfast is paid because travel began 1½ hours before 8:00 a.m. Lunch is paid because travel status continues through the lunch period, and dinner is paid because travel ended 1½ hours after 5:00 p.m.
 - (6) At 7:00 a.m. travel begins. At 9:30 p.m. travel ends. Lunch and dinner is reimbursed since the three-hour rule is met. The number of hours outside the regularly scheduled workday is 5½ (7:00 a.m. to 8:00 a.m. and 5:00 p.m. to 9:30 p.m.). However, breakfast cannot be reimbursed because travel did not begin at least 1½ hours before 8:00 a.m. Lunch is paid because travel status is through the entire lunch period. Dinner is paid because travel ended at least 1½ hours after 5:00 p.m.
- e. Reimbursement for subsistence expenses is not to be authorized when an employee does not incur expenses for meals because they are furnished.
- (1) Regular per diem reimbursement is not provided when:
 - (a) Meals and/or lodging is furnished by the state or host facility visited.
 - (b) The cost of meals are included in the pre-paid registration fee for a meeting, conference, or convention.
 - (2) When it is necessary to determine the amounts for individual meals from a total per diem subsistence figure, the corresponding meal figures in Schedule A of Section V will apply.
- f. Subsistence payments are not required to be reduced or eliminated due to meals served on airlines. Similarly, subsistence payments are not required to be reduced for continental breakfasts included in the registration fee of meeting, conference or convention.

2. Meals with Meetings (OFM 4.2.2.3.2)

- a. A Deputy State Auditor may authorize reimbursement for the cost of meals at formal planning sessions or formal training sessions. Reimbursement is without regard to travel status and the three hour threshold rule subject to the following conditions: (Note: “Regular workplace” is different from “official work station.” See Section V B. Definitions/Glossary for definition.)
- (1) The meeting’s purpose is to conduct official state business or to provide formal training to state employees or state officials; and
 - (2) The meals are an integral part of the meeting or training session and the employees attendance is required by SAO; and
 - (3) The meal reimbursement has been approved by a Deputy State Auditor, in writing, in advance of the meeting and attendance at the meeting or training is advantageous to the agency.
- b. SAO *Administrative Policies and Procedures* defines meetings and training classes which are approved in advance for meal reimbursement.
- c. To obtain prior approval for meal reimbursement at other meetings and training classes, submit a memo to the deputy State Auditor which includes: the names of persons attending the meeting; the meeting’s purpose; how the agency will benefit by SAO employees participation; and the cost of the meals.
- d. The number of SAO employees attending a particular meeting should be the minimum necessary consistent with the benefit to be derived.
- e. Reimbursement, including tip/gratuity is obtained either:
- (1) On the responsible employee’s Travel Expense Voucher (A20-A). The approved memo must be attached. Amounts higher than the subsistence limit will not be reimbursed; or
 - (2) For a group of employees, you may submit an Invoice Voucher (A-19) to the vendor payments desk with the approval memo attached. Amounts higher than the subsistence limit for the number of employees attending will not be reimbursed.

3. Light Snacks and Refreshments (OFM 4.2.2.3.3)

- a. Serving of coffee and/or light refreshments at SAO sponsored meetings is allowed under certain conditions when approved by a Deputy State Auditor (see Glossary for the definition of coffee and light refreshments). This authority is not intended for use with the normal daily business of employees or officials, but rather for special situations or occasions, as determined by the approving authority.
- (1) The purpose of the meeting is to conduct state business or to provide formal training that benefits the state; and
 - (2) The coffee and/or light refreshments is an integral part of the meeting or formal training session; and

- (3) SAO obtains a separate receipt for the actual cost of the coffee and/or light refreshments.
- (4) Expenditures for coffee and/or light refreshments are to be accounted for under "OBJECT GD."
- (5) Written approval for serving of coffee and/or light refreshments is to be provided to the agency person responsible for the meeting or formal training session prior to the event.

b. The following are authorized for coffee of light refreshments:

- (1) Audit Manager/Asst. Audit Manager meetings.
- (2) Employee training.
- (3) Client training.
- (4) New employee orientation.
- (5) Sounding Board meetings.
- (6) SAO Ad Hoc groups formed with non-employee members (Customer Service Advisory Committee, Local Government Advisory Committee, CPA Contracting Committee).
- (7) Special SAO project teams.

NOTE: This authority is prohibited for "hosting", lobbying state of local officials, social events, anniversaries of agencies, individual employment anniversaries, receptions for new, existing, and/or retiring employees, etc. However, SAO under the provisions of RCW 41.60.150 may incur expenditures for coffee and light refreshments as part of a recognition award. Such expenditures should be charged to "OBJECT EG" and must not exceed the limit established under RCW 41.60.150. This limit is currently \$100.

Upon request by OFM, SAO must provide OFM with a report regarding events for which the agency provided or purchased coffee and/or light refreshments. Such reports should include:

- (a) Amounts expended for the events,
- (b) Purpose of the events, and
- (c) Number of persons attending the events.

This information must accompany the travel voucher or invoice along with the actual receipt and a copy of the prior authorization.

E. Methods of Transportation

1. Commercial Carrier (OFM 4.2.3.2.4)

Employees requesting transportation by airline or train are to contact their division confidential secretary and provide them with the necessary information for completing the "Request for TR"(SAO 75-1380). The information will then be used by the confidential secretary to make the travel accommodations. After an employee's travel is complete, the remaining portion of the travel ticket is to be attached to employee's Travel Expense Voucher.

- a. All airline or Amtrack tickets must be purchased by division confidential secretaries or other designated persons using the agency's Business Travel Account. All common carrier tickets must be purchased from a travel agency approved for use by the Department of General Administration.
- b. To take advantage of reduced rates, advance payment of fares may be authorized. The agency must retain physical custody of the ticket in consumable inventory until immediately prior to commencement of the trip.
- c. If employees elect to use super saver programs instead of the state contracts and cancel for their convenience, any non-refundable expense will be reimbursed to the agency by the employee.
- d. For those rare instances when an employee is authorized to purchase their own ticket, SAO reimburses cost of travel at the State contract rate or tourist (economy) class rate when no state contract is available. All tickets **must** be purchased using the state's Corporate American Express Charge Card and from a travel agency approved for use by the Department of General Administration.
- e. If the employee's travel plans are canceled after receiving the transportation ticket from the travel agency, it is the responsibility of the division to prescribe (1) its own internal procedures for return of the unused ticket to the travel agency and (2) immediately notify Financial Services so payment will not be made on the unused ticket. Financial Services is not responsible for returning tickets.

2. Non State Contract Purchases (OFM 4.2.3.2.4.d.1.c)

Division secretaries are required to submit a monthly report to Financial Services listing all tickets off state contract, for which the price paid is equal to or greater than the state contract price. The report should include the following information for each ticket purchased:

- a. The authorized condition for the purchase of each non contract fare (the authorized conditions are listed in the state contracts).
- b. Origin and destination cities, air carrier, purchase price, fare basis and name of traveler.

3. Airport Selection (OFM 4.2.3.2.4.e)

Employees are to use their local airport when traveling by regularly scheduled air service on state business. Use of the local airport is assumed to result in travel costs which are most economical to the state. For out of state flights, the closest airport which provides direct out of state flights is considered the local airport.

If an employee chooses to use another airport for reasons other than it being "most economical" to the state or because the employee's disabilities can not be accommodated by the local airport, any

costs in excess of the “most economical” costs are to be born by the employee. Calculations of “most economical” must include the following costs: parking fees, mileage charges, air fare, employee labor costs and any other relevant costs.

Employees are required to attach supporting justification to their travel expense voucher.

4. Privately-Owned Vehicles (OFM 4.2.5.3.3)

Privately-owned vehicles (POV) with automobile insurance may be used for official travel when a state-owned vehicle is not available, or when it is advantageous to the State from a cost and convenience standpoint, or when the personal circumstances of the employee warrant it.

- a. The authorizing supervisor is responsible for assuring:
 - (1) Prudent POV expense reimbursement, and
 - (2) Excessive expenses are not approved or reimbursed.
- b. SAO only reimburses for mileage incurred at employee’s official duty station or official residence which exceeds that of their regular daily commute.
- c. If two or more employees from the same office travel in the same vehicle, SAO pays only one employee. When completing the A20-A form, list the names of all employees that traveled in the same vehicle.
- d. Transporting family members or others not involved in official state business, while on official state business, is s personal decision and the state of Washington will not provide excess liability protection to the non-business passengers in the event of an accident.
- e. SAO mileage reimbursement pays according to the following:
 - (1) Mileage reimbursement is at the rate specified in Schedule A of Section V of the SAO Travel Manual.
 - (2) Mileage between points in the state is determined on the basis of distances shown on the latest Department of Transportation road map, or mileage chart. (See Attachment B.)
 - (3) Out-of-state mileage Is determined on the basis of standard highway mileage guides or by odometer readings.
 - (4) “Vicinity” mileage is determined by odometer readings.
- f. To save time and mileage, the employee may travel directly from the official residence to their field location/temporary duty station on official state business and back to the official residence or on to the official duty station.

When employees are traveling from their home to an audit assignment away from their Official duty station or the city of their official residence, they will be reimbursed for the mileage from their duty station to the assignment or from their official residence to the audit assignment, whichever is less.

Employees will be reimbursed mileage only from the official work station to the temporary work station and back to the official station if the “passing through” rule applies.

Following are examples of this rule:

- (1) Your official residence is Chehalis and your official work station is Olympia. You must attend a meeting in Seattle. You go directly from home to the meeting without stopping in Olympia (referred to as “passing through”). Whether you return to your official work station or go directly home without stopping in Olympia, SAO reimburses mileage only from your official station (Olympia) to Seattle and back to Olympia.
- (2) Your official work station is Chehalis and official residence is Olympia. You go to work and leave from work late in the morning to attend a meeting in Seattle. You go directly from Chehalis to Seattle without stopping in Olympia (“passing through”), attend the meeting, and return home. SAO reimburses mileage from Olympia to Seattle and back to Olympia.

(3) REIMBURSEMENT EXAMPLES:

- (a) Official Residence: Seattle
Official Work Station: Olympia

On the way to work one morning you stop in Tacoma to attend a meeting. After the meeting, you continue on to work in Olympia. Only mileage incurred outside the commuter route is reimbursable (i.e., vicinity miles in Tacoma).

- (b) Official Residence: Toppenish
Official Work Station: Yakima

You go from work to attend an afternoon meeting in Toppenish. From the meeting you go home. SAO reimburses only “vicinity” mileage in excess of the normal commute mileage from your work station to your home.

- (c) Official Residence: Toppenish
Official Work Station: Yakima

You go from work to attend an exit conference in Toppenish and return to your official work station to finish the day. SAO reimburses mileage from Yakima to Toppenish and return. In this case you are not commuting.

- (d) Official Residence: Olympia
Official Work Station: Tacoma

You go directly from home to a meeting in Tacoma. After the meeting you drive to your official work station. SAO reimburses only “vicinity” mileage in excess of your normal commute.

- (e) Official Residence: Seattle
Official Work Station: Olympia

You spend all day in Seattle attending a meeting. You receive mileage reimbursement only for the vicinity mileage that exceeds your daily commute mileage.

- (f) Official Residence: Olympia
Official Work Station: Olympia

You live in Lacey and go directly to your audit assignment at The Evergreen State College and return directly home after work. Your vicinity mileage in excess of your daily commute, to your Team office, is reimbursable.

- (4) Only in emergency situations should supervisors authorize side trips to deliver or pick up items or information that can be handled by U.S. mail, agency delivery runs, or telephone.

5. State-Owned Vehicles (OFM 4.2.5.3.2)

State-owned vehicles may be used for official business only.

- a. The driver(s) must have a driver's license in their possession while driving the vehicle. The driver's license must be recognized as valid under Washington State Law.
- b. State owned vehicles may be checked out from General Administration's Motor Transport Division between 6:00 a.m. and 9:00 p.m., Monday through Friday, by calling 753-6528. The Transport Division will bill SAO directly. Employees are to return their copy of the motor pool trip ticket to Financial Services upon return of the motor pool vehicle or by attaching it to their monthly expense voucher.

Motor Pool credit cards have been checked out to division confidential secretaries. Further distribution may be made at the division level as each division has been given a sufficient number of cards to assign at the team level. If a card is lost or stolen, it is the employee's responsibility to inform the division secretary so she can notify Financial Services.

- c. Washington Administrative Code 82.36.120 requires that all employees be advised that personal use of state-owned vehicles or violation of traffic safety laws constitute grounds for disciplinary action which may include deductions from salaries or other allowances due, suspension without pay, or termination of employment in the case of repeated violations. This constitutes official notification.
- d. When a state vehicle is used for travel which is claimed on a travel expense voucher (A20-A), the license plate number should be noted on the A20-A.

6. Rental Vehicles (OFM 4.2.5.3.4)

Rental vehicles may be authorized for official travel under the following conditions:

- a. When a state-owned vehicle is not available.
- b. When use of a rental car is advantageous for the State from a cost and/or convenience standpoint. The current state contract is with Budget. Each team/region has been assigned Budget charge cards.
- c. The costs are to be charged on an approved charge card (i.e., Budget rental card and American Express corporate card).
- d. Transporting family members or others not involved in official state business, while on official state business, is a personal decision and the state of Washington will not provide excess liability protection to the non-business passengers in the event of an accident.

- e. The state contract for rental of motor vehicles does not authorize the vehicle to be used for other than official business. Therefore, when a traveler couples a personal vacation with official state business, the traveler is expected to execute a personal contract to rent a motor vehicle for the vacation portion of the trip.

7. Other Transportation

Other forms of transportation may be necessary to reach certain locations, however:

- a. The use of privately-owned aircraft or boats creates an unusually high liability exposure. Do not consider unless absolutely necessary.
- b. Questions regarding the emergency use of nonscheduled travel, other than automobile, should be directed to division management.

8. Accident Reports (OFM 4.2.5.3.1)

Accident reports must be prepared for accident, loss, or damage occurring to a state-owned, privately-owned, or rental vehicle.

- a. The employee should make a verbal report to the supervisor and Financial Services within 24 hours of the accident. (In addition to police, insurance company, and other state required reports.)
- b. Negligence or culpability on the part of SAO officials or employees may make them financially responsible for the damage(s) resulting.
- c. The accident, loss, or damage to a state-owned vehicle must be reported to the Vehicle Tort Claims Unit through the Financial Services using the Vehicle Accident Report (SF-137) within 24 hours of the mishap.

F. Miscellaneous

1. Non-Employee Expenses

a. Volunteer Workers:

- (1) Advance approval for volunteer expense reimbursement is required by the division head in writing. The requestor should write a request explaining the benefits to the agency and the estimates travel costs.
- (2) Travel expenses are reimbursed in amounts not greater than the maximum allowed for SAO employees using privately owned vehicles. This does not exclude using common carriers. Parking fees, ferry fares, bridge tolls, etc., are reimbursed.
- (3) Volunteers receive the same per diem lodging and meal rates paid to SAO employees except that the "Three Hour Rule" does not apply. Use the Travel Expense Voucher (A20-A) to claim reimbursement. The written approval must be attached to the travel voucher to receive reimbursement.

2. Employee State Tests, Interviews

Reimbursement for travel expenses will be made only for those expenses related to taking examinations or interviews for promotion within SAO, not for promotion to other state agencies. See Employee Handbook, page 24, Miscellaneous Leave No. 2.6.

3. Prospective Employee Interview Expenses

SAO may reimburse prospective employees incurring travel expenses in connection with interviews or examinations away from their residences. SAO's authority to pay reimbursement is limited to the applicants for the positions of Chief Deputy Auditor and Deputy State Auditors. If the prospective employee is applying for a classified position, prior authorization from the Department of Personnel must be secured before reimbursement can be made.

- a. Expenses may be reimbursed according to the same policy and schedules applying to state employees.
- b. Transportation expenses allowed may not exceed the equivalent of round trip economy air fare and are limited to the time required to travel by the most expeditious means. State airline contracts must be used when space is available.
- c. The above expenses may be paid on the basis of an A19 invoice voucher or A20-A Travel Expense Voucher, by SAO or by the Department of Personnel if the candidate is interviewed by more than one agency.
- d. SAO reimburses expenses for traveling by taxi, bus, or rental car between the common carrier terminal (usually airport) and lodging as required for the interview or examination.

4. Temporary or Developmental Job Assignments

Employees assigned to locations away from the vicinity of their official station for a temporary period may be reimbursed either mileage and/or meals and/or lodging expenses, whichever results in the lower total cost to the agency.

- a. Agreements between the agency and the employee on developmental job assignment concerning expense reimbursement must be completed and signed in advance of the effective date of the assignment.
 - (1) To avoid inequities when two employees temporarily assume each others duties, the two offices involved should consult on agreement terms.
 - (2) Agreement copies are filed with Financial Services prior to processing travel expense vouchers.
- b. When more economical to commute between the temporary work station and the official residence, SAO reimburses the lesser of:
 - (1) Food and lodging costs allowed if the employee remained at the temporary work station; or
 - (2) Round trip travel expense (mileage plus meals en route, as long as the three-hour rule is met).
- c. Mileage expense is not to be reimbursed for travel between the temporary work station and temporary residence. This is considered normal commuting to and from work.

- d. Employees must furnish receipts for actual lodging costs. Food and lodging may be reimbursed up to the per diem limit. Full per diem may be allowed for an initial period (not to exceed 14 calendar days) while the employee arranges for lower cost facilities.
- e. When the occupancy of temporary living quarters is found more suitable than commuting to the temporary work station, SAO may pay monthly or weekly room or apartment rental costs. Costs incurred by an employee during occupancy of a commercial facility rented on other than a daily basis, such as on a weekly or monthly basis, may be reimbursed not to exceed the total obtained by multiplying the number of days involved times the applicable daily lodging amount(s) contained in the OFM SCHEDULES. For example, a facility is rented at a flat rate of \$550.00 per month (30 days). The average cost rate per day would be \$18.33 (\$550.00 / 30). Receipts are required to be obtained for the rent. If utilities are not included with the basic rental, they would be reimbursable to the employee as long as a receipt is provided and the total basic rent and utilities cost does not exceed the applicable daily lodging amounts.
- f. SAO shall not reimburse employees for days on annual leave unless long-term leases have been taken to secure lower lodging rates. In such cases, lodging costs while on leave may be allowed for reimbursement.
- g. Assignments placing employees in travel status at a temporary duty station are to be reviewed after 90 days to determine if the employee's permanent official duty station should be changed. If it is determined to be more economical to the state to have the employee continue on temporary assignment in travel status, written approval is to be obtained from the State Auditor or Deputy Chief Auditor.

5. Earning Exchange Time While In Travel Status

An employee may earn exchange time for business travel. All employees who travel on official business more than 1 hour per day, in addition to working their full work day, will earn exchange time as calculated below.

Exchange time is calculated on a mileage based formula on the "Exchange Time Calculation Form." Mileage is based on the distance from your home or duty station, whichever is closer to the audit or other official business site.

The "Exchange Time Calculation Form" must be attached to your travel voucher. Exchange time is not earned when on miscellaneous leave or when participating in training. Miscellaneous leave is defined as leave allowed to permit an employee to take an examination for a state position, receive assessment from the employee advisory service, serve as a member of a jury, or perform other civic duties. You must record departure and return times on your travel voucher for days when you earn exchange time.

a. Management Establishes Exchange Time Rate

Employees traveling on audit engagement business shall receive exchange time for time traveled in excess of 1 hour outside their normal working hours.

b. Audit Managers Must Authorize Audit Engagement Exchange Time

Audit managers must review and approve the Exchange Time Calculation Form.

Audit related exceptions to this policy must be preapproved by both the audit manager and the respective assistant director.

c. Division Heads Authorize Other Than Audit Engagement Exchange Time

Exchange time earned on other than audit engagements must be approved in advance by the division head.

d. Employees Earn Exchange Time To And From Overnight Assignments

When an employee earns per diem (traveling more than three hours per day but not staying overnight), exchange time is not earned, except on days traveling to and from an overnight audit engagement.

e. Employees Record Exchange Time On The Exchange Time Calculation Form And On The Monthly Time Summary

The official record of exchange time earned and taken is the Exchange Time Calculation Form and The Monthly Time Summary.

Exchange time is calculated and summarized weekly on the Exchange Time Calculation Form. This summarized information is then recorded as follows:

<u>Time Code</u>	<u>Exchange Time Description</u>
13	Local Government Audit-Travel Exchange Time Earned
24	State Government Audit-Travel Exchange Time Earned
81	Non-Audit Related Travel Exchange Time Earned
94	All Exchange Time Taken

f. Exchange time will be taken as soon as practicable and may be accrued not to exceed 40 hours. Audit managers may grant exceptions to this policy. Exceptions shall not be used to treat employees differently in like situations.

g. Employees Calculate Exchange Time

Exchange time will be calculated using the Exchange Time Calculation Form and the state's highway mileage chart.

III. FORMS COMPLETION AND PROCEDURES

A. The Travel Authorization Form (SF A-40)

1. Determine which method of travel, length of proposed trip, and if lodging arrangements are desired and discuss with your supervisor before completing the form.
2. Review Section V of the Travel Manual to determine your allowable reimbursement for lodging and subsistence. Record both the trip plan and expense advance request on this form (A-40). Determine itinerary and estimated travel expense. A travel advance for up to 90 days may be requested if the estimated advanced expenses exceed \$100. Advances are valid only for the number of days approved and must be cleared at the end of that period. Employees should not request advances for expenses to be paid using the state charge card or for private auto expenses.
3. All travel advances must be approved by the appropriate division head, Assistant Director, or Audit Manager.
4. Prepare and submit the approved form to Financial Services at least ten working days in advance of your proposed departure. Employees should allow an extra week for approvals by their supervisor and division head. When going out of state, you must also attach a copy of your approved Training Request and Approval form.
5. Portions of travel advances not expended are not carried forward to a subsequent travel period, but must be remitted to Financial Services on or before the tenth day following the period for which the authorized travel period ended.
6. If the trip is canceled, return the unpaid warrant to Financial Services for cancellation.

B. The Travel Expense Voucher (SF A20-A) **(4.2.3.3)**

1. Use this form to summarize your reimbursable travel expenses after your trip has ended. The original form prepared in ink or typed will be sent to Financial Services. While most of the form completion is self-explanatory, the following guide may be useful:
 - a. Record your normal office work hours in the box labeled "Regularly Scheduled Work Hours."
 - b. Agency Name: Insert SAO.
 - c. Agency Number: Insert 095.
 - d. Name and Address of Claimant: Type or print legibly, your name and address. The address should be that to which you wish the payment sent.
 - e. Month/Year: The month and year during which the travel expenses were incurred.
 - f. Official Station: Your regular office location.
 - g. Phone Number: Your regular office number.
 - h. Official Residence: Where you live.
 - i. Date: When the expenses were incurred, day by day, down the sheet.

- j. Regularly Scheduled Work Hours: The time period you are regularly scheduled to work. If you change your hours for a given engagement, it must be noted on the travel voucher to receive subsistence per diem for those dates.
- k. From and To: Where you started and where you went to, for each day expenses are claimed.
- l. Depart: The time you begin travel status. This should be from your official residence or official station, whichever is closer to your temporary work site. (Note: This is required when per diem is claimed or when returning to travel status from taking leave while on travel status.)
- m. Return: The time you stop traveling. This should be from your official residence or official station, whichever is closer to your temporary work site. (This is required when per diem is claimed or when taking leave while on travel status.)
- n. Breakfast: The allowable amount, provided you are in travel status 1½ hours before your normal, scheduled, work day and meet the three-hour rule. See Section II D.1.c.
- o. Lunch: The allowable amount, provided you are in travel status during your entire regularly scheduled lunch period and meet the three-hour rule. See Section II D.1.c.
- p. Dinner: The allowable amount, providing you continued in travel status for at least 1½ hours past your normal working hours and meet the three-hour rule. See Section II D.1.c.
- q. Lodging Costs: Cost of lodging in a commercial facility; hotel, motel, or “bed and breakfast.” If the latter, there is no amount recorded under “Breakfast” as defined in n. (In this case, an amount up to the allowable lodging rate plus the subsistence rate for breakfast would be reimbursable.)
- r. Total: Cost of meals and lodging. This total cannot exceed the maximum per diem rate established for a particular city or locality unless the lodging exception contained in Section II A.7 is approved.
- s. Pt. to Pt.: Total miles as indicated on the latest Department of Transportation road map from your official home or office to your destination, day by day.
- t. Vicinity: Total daily miles traveled within the area of your duty station as shown by your odometer.
- u. Reimbursement rate: See Section V Attachment F.
- v. Mileage Allowance: (Number of miles times mileage rate)
 - (1) Point to Point: “s” x “u”

Plus
 - (2) Vicinity: “t” x “u” = “v”, or:
 - (3) Point to Point and vicinity: (“s” + “t”) x “u” = “v”
- w. Other Per Detail: Miscellaneous daily expenses total from the “Detail of Other Expense” block below. See aa. below.

- x. Grand Total: Add "Total" (r) Plus "Mileage allowance" (v) Plus "other per detail" (w) to compute the Grand total for each line. The Grand total should be net of any outstanding travel advances.
 - y. Purpose of Trip: Describe in sufficient detail to document travel was essential to carry out the necessary agency work. Description should include name of entity and audit period. For training, list name of class and sponsoring entity. For administrative travel describe purpose of trip in detail.
 - z. Totals: Each column's total must agree with the sum of the daily totals.
 - aa. Detail of Other Expenses: Date and describe miscellaneous reimbursable expenses not listed above. This box will typically include such things as parking fees, taxi costs, phone calls, etc. All items in excess of \$5 require a receipt except day parking, taxis, and tolls. No office supplies in excess of \$50 will be reimbursed using the travel voucher. Such items are to be purchased in accordance with prescribed purchasing requirements.
 - ab. Amount: Record grand total. Subtract any travel advance received, and show net due you or due the state if the advance was for a greater amount than your total expenses.
 - ac. Sign in ink. The employee or other authorized person seeking reimbursement must personally sign their voucher.
 - ad. Coding Block: This portion is completed by Financial Services.
- 2. All travel expense vouchers must include travel justification for the trip when the employee stay overnight more than one night. See SAO Travel Manual Section II A.2.f.
 - 3. Travel expense vouchers may be submitted every two weeks when the amounts involved are substantial; otherwise, travel vouchers should be submitted for reimbursement monthly, so travel expenses can be billed to audit clients on a current basis. Travel vouchers should not include expenses from different fiscal years. At the end of a biennium, ALL travel expenses vouchers for the biennium ended must be submitted by July 20. Vouchers not submitted by July 20 will be process as belated claims and paid some time after October.
 - 4. If a leave of absence is taken while on travel status, record the exact time of departure (and return to your temporary duty station) on the appropriate date line(s). See Section II A.7. for policy on taking leave while on travel status. (See l. and m. above.)
 - 5. Attach receipts for lodging and other costs requiring receipts for reimbursement to be authorized.
 - 6. For audit purposes list names of all commercial lodging facilities on the face of the A20-A. If using the 75 percent rule, list with rule number that applies.
 - 7. List the names of all employees that traveled in the same vehicle. If a state vehicle is used, the license plate number should be noted on the A20-A.
 - 8. Personally sign and date the form, and present it to your supervisor for review and approval.
 - 9. Travel Expense Vouchers are required to be submitted monthly to Financial Services for all incurred expenses. Payments of supervisor approved expense vouchers by Financial Services are to be made no later than ten (10) work days after receipt of the properly completed Travel Expense Voucher (A20-A).

C. Request For Out-of-State Travel - SAO "Training Request and Approval"

1. Complete your name, date, SSN, etc., and the information about the course you wish to attend.
2. Indicate the number of hours for the course and if the time will be charged against your hourly training budget. Fill in the cost of the course and estimate the travel costs using allowable per diem rates and any additional amounts under the conferences exceptions where applicable.
3. Forward form to your supervisor for approval and submission to division head and State Auditor.
4. Approval for participation on out- of- state Peer Reviews will be made by appointment letter rather than on the Training Request and Approval form.

D. Request For TR (SAO 75-1380)

1. Employees requesting transportation by common carrier contact their division secretary and provide information necessary to make the travel arrangements.
2. Secretary completes Request for TR and submits to division head for approval.
3. White copy sent to Financial Services.

E. Authorization For Expenditure (Non-Employee)

1. The non-employee may obtain reimbursement for travel expenses when a memo is written to the division head explaining the benefits to the agency and the estimated costs. The memo must be approved before travel commences.
2. A copy of the approval must accompany the Travel Expense Voucher (A20-A) unless there is one already on file in the Financial Services.

F. The Vehicle Accident Report (SF-137)

1. State employees complete the standard state accident form if driving and involved in a motor vehicle accident while on state business, no matter who is at fault.
2. After reporting the accident to your supervisor, send the report form to the Financial Services Office c/o Accounting Manager.

G. Weekly Exchange Time Calculation (SAO 30-1411)

1. Complete name and applicable time period.
2. Complete date, destination, and mileage information.
3. Answer questions and calculate exchange time.
4. Obtain approval by Audit Manager and attach to Monthly Time Summary.

IV. PLANNING A TRIP

Employees who are planning on taking a trip should acquaint themselves with the SAO travel regulations prior to the trip. Familiarity with the travel regulations could save you from spending money for which SAO cannot reimburse you. The following are some of the information you should know prior to your trip.

1. How often must I submit my travel expense voucher to Financial Services?

If you have incurred reimbursable travel expenses, you must submit a travel expense voucher at the end of each month along with your monthly time summary. SAO wants to bill all travel expenses along with the associated audit time and not have to bill travel expenses after the audit time has been billed. Also, for non billable time, travel needs to be paid to show up on managers budget reports and correctly report remaining travel budgets.

2. How much reimbursement am I allowed for food and lodging?

First you must determine if you are going to a high cost area or not. This can be determined by reviewing Section V, Attachment E. Attachment E identifies your maximum lodging rate and your set subsistence rate. Now you need to review Section V, Attachment D to determine the per diem allowance for each meal.

3. How do I know when I qualify for meal reimbursement?

You need to review Section II D.1.b.-d. The three-hour rule is explained and several examples are given.

4. How do I obtain an airline ticket and who pays for it?

Section II E.1. explains the use of common carriers and the purchasing of tickets.

5. Can I be reimbursed for meals at meetings or training?

Possibly, review Section II D.2. to determine if your situation is reimbursable.

6. What if I can't find lodging within the allowed per diem rate?

Review the criteria for using the 150 percent rule in Section II C.4.a. and request authorization to use any applicable exceptions from your division head. If none of the exceptions fit, call other lodging facilities to find one that charges within the allowable subsistence amount.

7. When and how does the 150 percent rule work?

The 150 percent rule allows exceptions to the lodging rate and is explained in Section II C.4.a. Any exception must be approved in writing in advance by your division head or designee and the written authorization must be attached to your travel expense voucher.

8. Should I stay overnight or drive back and forth?

You must should commute daily if your temporary duty station 50 miles or closer to your official station or official residence, unless you meet one of the exceptions to the 50 mile rule (II C.3.) and your supervisor has determined that it is more cost effective for you to stay at the temporary work site (II A.2.b.). If you choose to commute, you will not be reimbursed in excess of \$40.00 a day for mileage.

9. Who should I call if I have travel related questions?

You should call your supervisor first. If they cannot answer your question, call the travel desk at (360) 586-8497 or the Accounting Manager at (360) 586-0091.

Mileage Table

Minimum driving distances
on Washington State Highways

Distances in shaded areas use ferry routes for minimum road mileage.

[illegible]

ATTACHMENT B: DEFINITIONS/GLOSSARY

State Travel Regulations Definitions (OFM 4.2.7.1.1)

1. **Advantageous** - Direct non-financial, work-related benefits accruing to the state.
2. **Authorized Travel Period** - That period of time when the employee is in authorized travel status away from the official station.
3. **Business Travel Account** - Terminology used by the American Express Company for a “ghost billing account” (see 11. below).
4. **Coffee and Light Refreshment** - For state travel regulation purposes, coffee encompasses any non alcoholic beverage, such as tea, soft drinks, juice, or milk. For state travel regulation purposes, a light refreshment is an edible item that may be served between meals. Examples of such items are doughnuts, sweet rolls, pieces of fruit or cheese, etc.
5. **Commercial Lodging Facility** - A public establishment selling lodging accommodations to travelers. A motel, hotel, rented furnished house, “bed and breakfast” inn or house, or rented furnished apartment with rent paid on a daily basis, or prorated on a weekly or monthly basis.
6. **Common Carrier** - A person or company that transports passengers or goods for a fee.
7. **Commuting** Travel by a state officer or employee between the official residence of such employee or other domicile and the employee’s official duty station or other place of work.
8. **Continental Breakfast** - A breakfast generally consisting of juice, breakfast bread, and a hot beverage (typically coffee or tea). Fruit is sometimes included as part of the price or as a priced option.
9. **Continental USA** - All areas in the 48 contiguous states and the District of Columbia.
10. **Developmental Job Assignment** - Permanent staff who are given temporary jobs in different offices (locations) in different positions. These are often for the purpose of training and staff development.
11. **Economical** - Direct financial, work-related costs that occur at the least cost to the state and for which the state is responsible to pay.
12. **Foreign** - All areas in the work outside of the United States of America and its possessions.
13. **Ghost Billing Account** - A cardless billing program offered by many charge card and credit card companies which is designed to primarily accommodate airline ticket purchases.
14. **High Cost Locations - Continental USA** - Specific cities or areas within the continental USA as displayed in SCHEDULE B of Subsection 4.2.7.2.3.
15. **High Cost Locations - Non continental USA and Foreign** - Specific cities or areas with the non continental USA and foreign nations or localities throughout the world as contained in OFM-maintained SCHEDULE C (see Subsection 4.2.7.2.1 for further information).
16. **In-State Travel** - Travel within the state of Washington.
17. **Integral Part of the Meeting** - A meeting activity that is essential to the completeness of the meeting.

18. **Leave of Absence** - A prolonged departure or furlough from your official or temporary work station for any reason. Prolonged would generally signify more than one day.
19. **Local Airport** - The airport that offers commercial air service that is closest to the point from which travel begins. In most situations it would be the airport closest to the travelers' residence. For out-of-state destinations, the closest airport which provides direct out-of-state flights may be considered the local airport for this purpose.
20. **Lodging** - Sleeping accommodations; rented room(s) in a hotel, motel, or bed and breakfast. See "Commercial Lodging Facility."
21. **Most Direct Road Miles** - The road miles as calculated using either:
 - a. The distances listed between the highway markers shown on the official Washington State Highway map produced by the Washington State Department of Transportation, or
 - b. The actual odometer reading.
22. **Non continental USA** - All areas in Alaska, Hawaii, the Commonwealth of Puerto Rico, and possessions of the United States of America throughout the world.
23. **Normal Return Night** - That night of an employee's travel on which it was anticipated prior to the trip, that the employee would return either to the official duty station or official residence after the completion of state business.
24. **Official Residence** - The city, town, or other location where an employee maintains a residence which is used as a primary domicile by the employee. Determinations by the agency head or authorized designee regarding an employee's official residence are to be based on items such as voter registration, ownership, or long-term rental of a personal residence, and the permanent address carried in the employee's personnel file.
25. **Official State Business** - Those activities performed by an official or employee of the state, authorized volunteer, or contractor, work experience program participant, student, or employee of another governmental jurisdiction as directed by his or her supervisor in order to accomplish state programs or as required by the duties of his or her position or office.
26. **Official Station** - The city, town, or other location where the traveler's office is located, or the city, town or location where the traveler's work is performed on a permanent basis. For the purposes of these travel regulations, Olympia, Tumwater, and Lacey are considered to be the same official station. A traveler's official station is to be designated by the agency. It is to be determined by the needs of the agency and not assigned because it is the home or preferred living area of a traveler
27. **Original Receipt** - An itemized bill or invoice issued by a hotel, motel, or bed and breakfast establishment indicating amounts paid for lodging, telephone calls, food, other services, and taxes.
28. **Out-of-State Travel** - Travel anywhere outside the boundaries of the state of Washington.
29. **Per Diem Expenses** - Those costs covering lodging expenses and subsistence expenses while in travel status.
30. **Point to Point** - The distance in miles between place of departure and destination according to charts or maps showing mileage between cities.
31. **Purpose of Trip** - The specific reason for travel; e.g., "To audit the Bellingham CSO office" or "To attend a management development seminar in Tacoma."

32. **Regular Work Place** - A building where a state employee or state official normally performs his/her state work (see Subsection 4.2.2.3.2.b.)
33. **State Agency** - Any state office, agency, commission, department or higher education institution financed in whole or in part from funds appropriated by the Legislature. State agency also includes the State Printer, but not the:
- a. State Supreme Court or any agency of the judicial branch.
 - b. Legislature or any of its statutory, standing, special, or interim committees.
34. **Telecommuting** Involves the use of telephones and computers to enable an employee to work at a location other than their regular workplace. Telecommuting is a Commute Trip Reduction strategy which must be approved by an employee's agency.
35. **Temporary Duty Work Site** - Each specific location where official business is performed by a traveler.
36. **The Three-Hour Rule** - In order to qualify for meals and/or lodging reimbursement, an employee must be in travel status three or more hours before and/or after the employee's regularly scheduled workday.
- Please refer to Section II, C. 2. c. for a number of different examples to fully illustrate this rule.
37. **Transportation Expenses** - Those costs covering a) travel by commercial carriers such as bus, train, ship, and airplane; b) travel by privately owned motor vehicles, such as cars, motorcycles, vans, or trucks; c) travel by rental motor vehicle; d) or some combination of a), b), and/or c).
38. **Traveler** - A person in travel status who is on official state business.
39. **Vicinity** The area immediately surrounding a permanent or temporary work station; the nearby or adjoining locality.
40. **Volunteer Workers** - Persons performing services for the state, or attending seminars, conferences, or meetings at the invitation of the state, but who are not state employees.

ATTACHMENT C: EXAMPLES OF COMPLETED FORMS

EXAMPLE OF 3-HOUR RULE

[illegible]

EXAMPLE OF 150% RULE - LOW COST AREA

[illegible]

EXAMPLE OF HIGH COST

FORM A20-A		STATE OF WASHINGTON TRAVEL EXPENSE VOUCHER										REGULARLY SCHEDULED WORK HOURS 7:30 am - 4:00 pm									
AGENCY NAME State Auditor				AGENCY NO. 095		NAME AND ADDRESS OF CLAIMANT Jim Audit SE 1112 Wayside Road Tacoma WA 98321						MONTH/YEAR 7/96 PHONE NUMBER 456-0000				OFFICIAL STATION Olympia OFFICIAL RESIDENCE Tacoma					
Date	Trip Information		Trip Time		Per Diem				Motor Vehicle				Other	Grand Total	PURPOSE OF TRIP						
	From	To	Depart	Return	Bfst	Lunch	Dinner	Subtotal	Lodging	Total	Miles Driven PIP Vic	Mileage Rate Allowance	Per Detail								
8	Olympia	Seatac	1:00 pm	*							46		0.31	14.26	8.00	22.26	Audit Spokane CC				
8	Seatac	Spokane	3:00 pm				14.00	14.00	57.23	71.23						71.23	" "				
9	Spokane				7.00	9.00	14.00	30.00	57.23	87.23					8.00	95.23	" "				
10	Spokane	Seatac	3:00 pm		7.00	9.00		16.00		16.00						16.00	" "				
10	Seatac	Tacoma	5:40 pm	6:00 pm			14.00	14.00		14.00	18		0.31	5.58	14.00	33.58	" "				
* Flew with Mark Air - ticket receipt attached.																					
1) High Cost reimbursable rate is \$67.00 - did not exceed.																					
2) Same as #1 - no mileage claimed, used Budget Rent A Car.																					
3) Dinner reimbursed - in travel status 1 1/2 hours after end time - mileage to official residence less than official station.																					
Detail Of Other Expenses			Totals	14.00	18.00	42.00	74.00	114.46	188.46	64			19.84	30.00	238.30						
Date	Paid To	For	Amount	DOC. DATE	PMT DUE DATE	CURRENT DOC. NO.	REF. DOC. NO.	VENDOR NUMBER	VENDOR MESSAGE				USE TAX	UBI NUMBER							
8	Airport	Parking	8.00					123 86 5431													
9	"	"	8.00	REF DOC SUF	TRANS CODE	FUND	MASTER APPN INDEX	INDEX PROGRAM INDEX	SUB OBJ	SUB SUB OBJECT	ORG INDEX	WRKCLS ALLOC	CNTY BUDGET UNIT	CITY/TOWN MOS	PROJECT	SUB PROJ PROJ PHAS	AMOUNT	INVOICE NUMBER			
10	"	"	8.00																		
10	BP	Gas/Rental Car	6.00																		
Total			30.00																		
I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.																					
SIGNATURE APPROVED BY			Jim Boss	ACCOUNTING APPROVAL FOR PAYMENT						DATE				WARRANT TOTAL		WARRANT NUMBER					



DMS/Training
586-0063/586-2348

TRAINING REQUEST/CONFIRMATION

Course Registration (Please Print)

Name _____		Course Title _____	
SSN _____		Date of Request _____	Course Location _____
Division _____	Team/Group _____	Course Sponsor _____	Course Date _____
CPE: _____	Tuition: _____	Travel: _____	



This agency makes every effort to meet accommodation and access needs in compliance with the Americans with Disabilities Act. To request disability accommodations contact Human Resources – Training.

Approval

Manager _____

Signature _____

Date _____

Send all copies of completed and approved registration form for processing to: State Auditor's Office, Human Resources/ Training, PO Box 40031, Olympia, WA 98504-0031. Telephone 360-586-0063, 360-586-2348 or FAX 360-586-6571.

PLEASE DO NOT COMPLETE THE BOTTOM SECTION OF THIS FORM!

☐ Division Approval / Denial
(Circle Choice)

Signature _____

Date _____

☐ SAO Class — Registration Completed — ***This Is Your Confirmation***

Date: _____ Time: _____ Location: _____
(Please see attached map)

☐ Class is full/cancelled. Please check training schedule for next available date and resubmit this form.

☐ Outside Training — Registration Completed — ***This Is Your Registration Notification***

This is notification that your request has been approved by your Division, processed through Training and submitted to Fiscal for payment. Course sponsor will send your confirmation. We can assist with follow up if you have not received any communication by one week prior to class. After this class, you must return the attached CPE Completion form to receive credit.

☐ Class is full/cancelled. Please check training schedule for next available date and resubmit this form.

☐ Self Study — Your Self Study materials have been ordered and will be sent to you as soon as they arrive.

☐ Training Library Material — ☐ Library material you requested is being sent to you.


☐ Material is currently checked out. Your name has been placed on a waiting list and materials will be sent to you as soon as they arrive.

FISCAL: Please send payment of _____ to: _____ Date: _____

Special instructions: _____

DO NOT TEAR THIS FORM APART!
TRAINING WILL DISTRIBUTE THE APPROPRIATE COPIES AFTER FINAL APPROVAL.

SAO 60-1410 (4/95)

Weekly Exchange Time (X-Time) Calculation Form			
Employee Name: <u>Jim Examiner</u>			
Week: <u>7</u> / <u>5</u> / <u>91</u> to <u>7</u> / <u>10</u> / <u>91</u>			
Summary Of Weekly Time Traveled			
Date	To/From	Miles	
7/5	Olympia, Elma	90	
7/6	Olympia, Elma	90	
7/8	Olympia, Elma	90	
7/9	Olympia, Elma	90	
7/10	Olympia, Elma	90	
		Total Miles	450
<p>NOTE: Mileage is based on the distance from your home or duty station whichever is closer to the audit site or other pre-approved location. If you traveled to more than one client location during the week, pro-rate the x-time hours earned to each client based on the hours worked, so that clients may be properly billed for exchange time.</p>			
Calculation Of Weekly Exchange Time			
2	• Did you work a full work day for each day you claimed x-time? Yes <u>x</u> No ____ If no, deduct miles for days worked less than a full day.		Total Miles (Line 1) <u>450</u>
			(Line 2) <u>< 0</u>
3	• Were you commuting and receiving per diem? Yes ____ No <u>x</u> If yes, deduct miles for these days unless it was the day "to" or "back" from an over-night assignment.		(Line 3) <u>< 0</u>
4	• Was the travel for training or civil leave? Yes ____ No <u>x</u> If yes, deduct miles for these days.		(Line 4) <u>< 0</u>
			Adjusted miles <u>450</u>
			Divided by 50 <u>9</u>
			Less: 1 hour x days X-time earned <u>< 5</u>
5	Round hours to the nearest 1/2 hour: 01 min. to 15 min. - down; 16 min. to 29 min. - up 31 min. to 45 min. - down; 46 min. to 59 min. - up		Total X-Time <u>4</u>
Policies			
1. For the complete policy, please see Chapter 19, Number 14 SAO Administrative Policies and Procedures. 2. Attach this form with your Travel Voucher to your Monthly Time Summary. 3. Record departure and return times on your travel voucher on days when you earn exchange time. 4. Record exchange time earned on your monthly time summary as follows: <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> Audit Related: Local Government Timecode 13 State Agency Timecode 24 </div> <div style="width: 45%;"> Non-Audit Related: Training Timecode 70 Administrative Timecode 81 • (Administrative exchange time must be pre-approved by the Division Head. Authorization must be attached.) </div> </div> 5. Record exchange time taken to timecode 94.			
Cumulative Status		Employee Signature <u>Jim Examiner</u> Reviewed And Approved By RAM/SAM <u>Keith Examiner</u>	
Beginning Exchange Time Balance <u>10</u>			
Exchange Time Earned This Week (Line 5) <u>4</u>			
Exchange Time Taken This Week <u>0</u>			
Ending Exchange Time Balance <u>14</u>			

SAO 30-1411 (Rev. 12/91)

WHITE — Fiscal

GREEN — Requestor

ATTACHMENT D: OFM SCHEDULE A - LODGING, SUBSISTENCE, AND PRIVATE VEHICLE REIMBURSEMENT RATES

PART 4: GENERAL ADMINISTRATION

Chapter 2: Travel and Transportation Regulations (4.2)

Section 7: Travel Regulations (4.2.7)

Subsection 2: Lodging, Subsistence and Mileage Rates (4.2.7.2)

2. Schedule A. (4.2.7.2.2)

SCHEDULE A

Lodging, Subsistence, and Private Vehicle Mileage Reimbursement Rates
For the Continental USA
(48 Contiguous States and District of Columbia)

LODGING RATES 1/

NON HIGH COST
LOCATIONS

HIGH COST
LOCATIONS

\$50/night 2/

3/

NON HIGH COST EXCEPTION TO MAXIMUM LODGING \$120.00 PER DAY 2/

SUBSISTENCE RATES 1/

<u>MEALS</u>	NON HIGH COST	-----HIGH COST AREAS-----		
	<u>AREAS 4/5/</u>	<u>4/</u>	<u>4/</u>	<u>4/</u>
BREAKFAST	\$7.00	\$8.00	\$9.00	\$10.00
LUNCH	9.00	10.00	11.00	13.00
DINNER	<u>14.00</u>	<u>16.00</u>	<u>18.00</u>	<u>19.00</u>
TOTALS	<u>\$30.00</u>	<u>\$34.00</u>	<u>\$38.00</u>	<u>\$42.00</u>

NON HIGH COST PER DIEM RATE 6/
\$80.00 PER DAY (or \$3.33 PER HOUR)

PRIVATE VEHICLE MILEAGE REIMBURSEMENT RATE 7/

\$.31/MILE

PRIVATE AIRCRAFT MILEAGE REIMBURSEMENT RATE 8/

\$.885/STATUTE MILE

PRIVATE MOTORCYCLE MILEAGE REIMBURSEMENT RATE 9/

\$.245/MILE

Effective Date: January 1, 1997

State of Washington Policies, Regulations, and Procedures
Issued by: Office of Financial Management

PART 4: GENERAL ADMINISTRATION**Chapter 2: Travel and Transportation Regulations (4.2)****Section 7: Travel Regulations (4.2.7)****Subsection 2: Lodging, Subsistence and Mileage Rates (4.2.7.2)****2. Schedule A. (4.2.7.2.2) - continued****SCHEDULE A FOOTNOTES**

- 1/ The source document for these rates is the U.S. General Services Administration's Federal Travel Regulation, contained in Appendix A of Chapter 301, Subtitle F, Title 41, of the Code of Federal Regulations dated December 3, 1996.
- 2/ **This is the maximum allowable lodging rate for all in-state and out-of-state non high cost locations in the continental USA.**
- 3/ Refer to SCHEDULE B for the specific maximum lodging rates for individual high cost locations in the continental USA.
- 4/ Refer to SCHEDULE B for the specific high cost locations of the continental USA to determine which subsistence rate (\$30, \$34, \$38, or \$42/day) is applicable.
- 5/ ALL OTHER AREAS: Includes all non high cost areas in the continental USA where the daily set subsistence rate is \$30.
- 6/ NON HIGH COST PER DIEM RATE: The daily total is arrived at by adding the non high cost location lodging rate to the non high cost areas subsistence rate ($\$50 + \$30 = \$80$). The hourly rate is then arrived at by dividing the daily total by 24 hours ($\$80/24 = \3.33). **Both the daily and hourly rates are used for certain types of boards and commissions (Refer to Subsection 4.2.3.1), and the hourly rate is used when a state traveler is authorized to use a privately-owned travel trailer or camper (Refer to Subsection 4.2.2.2.c).**
- 7/ POV MILEAGE REIMBURSEMENT RATE: IRS Revenue Procedure 95-54 dated December 26, 1995 is the source document for this rate.
- 8/ PRIVATE AIRCRAFT MILEAGE REIMBURSEMENT RATE: The source document for this rate is the Federal Register Doc. 94-31791 filed on December 23, 1994.
- 9/ PRIVATE MOTORCYCLE REIMBURSEMENT RATE: The source document for this rate is the Federal Register Doc. 94-31791 filed on December 23, 1994.

Effective Date: January 1, 1997**State of Washington Policies, Regulations, and Procedures**
Issued by: Office of Financial Management

PART 4: GENERAL ADMINISTRATION

Chapter 2: Travel and Transportation Regulations (4.2)

Section 7: Travel Regulations (4.2.7)

Subsection 2: Lodging, Subsistence, and Mileage Rates (4.2.7.2)

3. Schedule B (4.2.7.2.3)

SCHEDULE B
HIGH COST LOCATIONS - CONTINENTAL USA^{1/}

<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						

ATTACHMENT E: OFM SCHEDULE B - HIGH COST LOCATIONS - CONTINENTAL USA

ALABAMA

Birmingham	Jefferson	55		38		93	140
Gulf Shores	Baldwin						
(May 1--September 30)		102		34		136	204
(October 1--April 30)		73		34		107	161
Huntsville	Madison	61		34		95	143
Mobile	Mobile	56		38		94	141
Montgomery	Montgomery	56		30		86	129

ARIZONA

Casa Grande	Pinal						
(January 1--April 30)		55		30		85	128
(May 1--December 31)		50		30		80	120
Chinle	Apache						
(April 1--October 31)		83		30		113	170
(November 1--March 31)		63		30		93	140
Flagstaff	All points in Coconino						
(April 1--October 31)	County not covered	79		34		113	170
(November 1--March 31)	under Grand Canyon	60		34		94	141
	per diem area.						
Grand Canyon	All points in Grand	105		38		143	215
	Canyon National Park and						
	Kaibab National Forest within Coconino County.						
Kayenta	Navajo						
(April 1--October 31)		93		30		123	185
(November 1--March 31)		62		30		92	138
Phoenix/Scottsdale	Maricopa						
(October 1--May 14)		105		38		143	215
(May 15--September 30)		65		38		103	155
Prescott	Yavapai	54		34		88	132
Tucson	Pima County; Davis-Monthan AFB						
(November 1--May 31)		77		34		111	167
(June 1--October 31)		61		34		95	143
Yuma	Yuma	64		30		94	141

ARKANSAS

Hot Springs	Garland	59		30		89	134
Little Rock	Pulaski	65		30		95	143

PART 4: GENERAL ADMINISTRATION

Chapter 2: Travel and Transportation Regulations (4.2)

Section 7: Travel Regulations (4.2.7)

Subsection 2: Lodging, Subsistence, and Mileage Rates (4.2.7.2)

3. Schedule B (4.2.7.2.3)

SCHEDULE B
HIGH COST LOCATIONS - CONTINENTAL USA^{1/}

<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
CALIFORNIA							
Clearlake	Lake						
(April 1--September 30)		61		34		95	143
(October 1--March 30)		52		34		86	129
Death Valley	Inyo	93		42		135	203
Eureka	Humboldt						
(May 15--October 14)		67		34		101	152
(October 15- May 14)		56		34		90	135
Fresno	Fresno	68		34		102	153
Gualala/Point Arena	Mendocino	124		42		166	249
Los Angeles	Los Angeles, Kern, Orange and Ventura Counties; Edwards AFB; Naval Weapons Center and Ordinance Test Station, China Lake	97		42		139	209
Mammoth Lakes/Bridgeport	Mono						
(November 1--April 30)		72		42		114	171
(May 1--October 31)		59		42		101	152
Merced	Merced	54		34		88	132
Modesto	Stanislaus	58		34		92	138
Monterey	Monterey						
(June 1--October 31)		79		38		117	176
(November 1--May 31)		71		38		109	164
Napa	Napa						
(April 1--October 31)		83		42		125	188
(November 1--March 31)		76		42		118	177
Oakhurst/Madera	Madera	56		30		86	129
Oakland	Alameda, Contra Costa and Marin	77		34		111	167
Ontario/Victorville/Barstow	San Bernardino	64		38		102	153
Palm Springs	Riverside						
(November 1--May 31)		79		38		117	176
(June 1--October 31)		62		38		100	150
Palo Alto/San Jose	Santa Clara	105		42		147	221
Redding	Shasta	55		34		89	134
Sacramento	Sacramento	72		38		110	165
San Diego	San Diego	84		38		122	183
San Francisco	San Francisco	114		42		156	234
San Luis Obispo	San Luis Obispo	71		38		109	164
San Mateo/Redwood City	San Mateo	85		38		123	185
Santa Barbara	Santa Barbara	98		34		132	198
Santa Cruz	Santa Cruz						
(June 1--September 30)		95		38		133	200
(October 1--May 31)		81		38		119	179
Santa Rosa	Sonoma	59		38		97	146

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3. Schedule B (4.2.7.2.3)

SCHEDULE B
HIGH COST LOCATIONS - CONTINENTAL USA^{1/}

<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
South Lake Tahoe	El Dorado (Refer also to Stateline NV)	126		38		164	246
Stockton	San Joaquin	51		34		85	128
Tahoe City	Placer	57		38		95	143
Visalia	Tulare	64		38		102	153
West Sacramento	Yolo	60		30		90	135
Yosemite National Park (April 1--October 31)	Mariposa	99		42		141	212
(November 1--March 31)		84		42		126	189
<u>COLORADO</u>							
Aspen	Pitkin						
(January 15--March 31)		175		42		217	326
(April 1--January 14)		82		42		124	186
Boulder	Boulder						
(May 1--October 31)		93		38		131	197
(November 1--April 30)		81		38		119	179
Colorado Springs	El Paso						
(April 1--October 31)		70		30		100	150
(November 1--March 31)		54		30		84	126
Cortez	Montezuma						
(May 1--September 30)		65		30		95	143
(October 1--April 30)		52		30		82	123
Denver	Denver, Adams, Arapahoe, and Jefferson	92		34		126	189
Durango	La Plata						
(June 1--October 31)		92		34		126	189
(November 1--May 31)		61		34		95	143
Fort Collins/Loveland	Larimer						
(May 1--September 30)		57		30		87	131
(October 1--April 30)		52		30		82	123
Glenwood Springs	Garfield	56		34		90	135
Grand Junction	Mesa	57		30		87	131
Gunnison	Gunnison						
(June 1--September 30)		62		30		92	138
(October 1--May 31)		50		30		80	120
Keystone/Silverthorne	Summit						
(February 1--August 31)		167		42		209	314
(September 1--January 31)		128		42		170	255
Montrose	Montrose						
(June 1--September 30)		55		30		85	128
(October 1--May 31)		50		30		80	120
Pagosa Springs	Archuleta	53		30		83	125

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<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
Pueblo	Pueblo						
(June 1--September 30)		60		30		90	135
(October 1--May 31)		51		30		81	122
Steamboat Springs	Routt						
(December 1--March 31)		114		34		148	222
(April 1--November 30)		74		34		108	162
Telluride	San Miguel						
(November 1--March 31)		145		38		183	275
(April 1--October 31)		102		38		140	210
Trinidad	Las Animas						
(June 1--September 30)		67		30		97	146
(October 1--May 31)		50		30		80	120
Vail	Eagle						
(November 1--March 31)		181		42		223	335
(April 1--October 31)		89		42		131	197
CONNECTICUT							
Bridgeport/Danbury	Fairfield	86		38		124	186
Hartford	Hartford and Middlesex	75		30		105	158
New Haven	New Haven	75		30		105	158
New London/Groton	New London						
(June 1--October 31)		86		34		120	180
(November 1--May 31)		67		34		101	152
Putnam/Danielson	Windham	53		30		83	125
Salisbury/Lakeville	Litchfield	78		34		112	168
Vernon	Tolland	55		30		85	128
DELAWARE							
Dover	Kent	52		34		86	129
Lewes	Sussex						
(June 1--September 14)		78		38		116	174
(September 15--May 31)		51		38		89	134
Wilmington	New Castle	83		38		121	182
DISTRICT OF COLUMBIA							
Washington, DC		124		42		166	249
(also the cities of Alexandria, Falls Church, and Fairfax; and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland) (Refer also to Maryland and Virginia)							
FLORIDA							
Altamonte Springs	Seminole	74		34		108	162
Bradenton	Manatee						
(January 1--May 14)		69		30		99	149
(May 15--December 31)		50		30		80	120
Cocoa Beach	Brevard	75		34		109	164

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SCHEDULE B
HIGH COST LOCATIONS - CONTINENTAL USA^{1/}

<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
Daytona Beach	Volusia						
(February 1--August 31)		73		34		107	161
(September 1--January 31)		54		34		88	132
Fort Lauderdale	Broward						
(December 15--April 30)		86		34		120	180
(May 1--December 14)		65		34		99	149
Fort Myers	Lee						
(January 1--April 30)		95		34		129	194
(May 1--December 31)		66		34		100	150
Fort Pierce	Saint Lucie						
(December 1--April 30)		60		30		90	135
(May 1--November 30)		50		30		80	120
Fort Walton Beach	Okaloosa						
(April 1--September 14)		73		30		103	155
(September 15--March 31)		58		30		88	132
Gainesville	Alachua	59		34		93	140
Gulf Breeze	Santa Rosa	65		34		99	149
Jacksonville	Duval County; Naval Station Mayport	65		30		95	143
Key West	Monroe						
(December 15--April 30)		172		42		214	321
(May 1--December 14)		122		42		164	246
Kissimmee	Osceola	67		30		97	146
Lakeland	Polk						
(January 1--April 30)		63		30		93	140
(May 1--December 31)		55		30		85	128
Miami	Dade	79		42		121	182
Naples	Collier						
(December 15--April 30)		94		38		132	198
(May 1--December 14)		61		38		99	149
Orlando	Orange	69		34		103	155
Panama City	Bay						
(March 1--September 14)		55		30		85	128
(September 15--February 29)		50		30		80	120
Pensacola	Escambia	62		34		96	144
Punta Gorda	Charlotte						
(December 15--April 14)		75		34		109	164
(April 15--December 14)		52		34		86	129
Saint Augustine	Saint Johns						
(February 1--August 31)		60		34		94	141
(September 1--January 31)		50		34		84	126
Sarasota	Sarasota						
(December 15--April 30)		90		34		124	186
(May 1--December 14)		63		34		97	146

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SCHEDULE B
HIGH COST LOCATIONS - CONTINENTAL USA^{1/}

<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
STUART	Martin						
(January 1--April 30)		67		34		101	152
(May 1--December 31)		61		34		95	143
Tallahassee	Leon	68		34		102	153
Tampa/St. Petersburg	Hillsborough and Pinellas						
(January 1--April 30)		81		38		119	179
(May 1--December 31)		72		38		110	165
Vero Beach	Indian River						
(January 15--April 30)		86		30		116	174
(May 1--January 14)		73		30		103	155
West Palm Beach	Palm Beach						
(January 1--April 30)		85		38		123	185
(May 1--December 31)		64		38		102	153
GEORGIA							
Albany	Dougherty	59		30		89	134
Athens	Clarke	58		34		92	138
Atlanta	Clayton, De Kalb, Fulton, Cobb and Gwinnett	96		38		134	201
Augusta	Richmond	53		30		83	125
Columbus	Muscogee	56		30		86	129
Conyers	Rockdale	54		30		84	126
Macon	Bibb	54		30		84	126
Savannah	Chatham	63		34		97	146
IDAHO							
Boise	Ada	61		34		95	143
Coeur d'Alene	Kootenai						
(May 1--September 30)		67		34		101	152
(October 1--April 30)		55		34		89	134
Idaho Falls	Bonneville	52		34		86	129
Ketchum/Sun Valley	Blaine						
(November 1--March 31)		86		38		124	186
(April 1--October 31)		73		38		111	167
McCall	Valley	66		34		100	150
Sandpoint	Bonner						
(July 1--August 31)		79		30		109	164
(September 1--June 30)		50		30		80	120
Stanley	Custer	51		34		85	128
ILLINOIS							
Bloomington	McLean	52		30		82	123
Champaign/Urbana	Champaign	56		34		90	135
Chicago	Du Page, Cook and Lake	119		42		161	242
Decatur	Macon	51		30		81	122

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<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
Joliet	Will	53		30		83	125
Kankakee	Kankakee	52		30		82	123
Peoria	Peoria	58		34		92	138
Rock Island	Rock Island	76		30		106	159
Rockford	Winnebago	63		38		101	152
Springfield	Sangamon	53		30		83	125
INDIANA							
Anderson	Madison	54		30		84	126
Bloomington/Crane	Monroe and Martin	51		34		85	128
Burlington Beach/Valparaiso	Porter	73		30		103	155
Carmel	Hamilton	63		38		101	152
Elkhart	Elkhart	52		30		82	123
Evansville	Vanderburgh	63		34		97	146
Fort Wayne	Allen	62		30		92	138
French Lick	Orange	57		30		87	131
Gary/Merrillville	Lake	57		30		87	131
Greenwood	Johnson	55		30		85	128
Indianapolis	Marion County; Fort Benjamin Harrison	71		38		109	164
Lafayette	Tippecanoe	57		34		91	137
Madison	Jefferson	52		30		82	123
Michigan City	La Porte	52		30		82	123
Muncie	Delaware	53		30		83	125
Nashville	Brown						
(June 1--October 31)		112		30		142	213
(November 1--May 31)		90		30		120	180
South Bend	St. Joseph	61		30		91	137
IOWA							
Bettendorf/Davenport	Scott	61		30		91	137
Cedar Rapids	Linn	53		34		87	131
Des Moines	Polk	60		30		90	135
Iowa City	Johnson	54		30		84	126
KANSAS							
Kansas City	Johnson and Wyandotte (Refer also to Kansas City, MO)	78		42		120	180
Manhattan	Riley	55		30		85	128
Wichita	Sedgwick	63		34		97	146
KENTUCKY							
Covington	Kenton	58		34		92	138
Florence	Boone	61		30		91	137
Lexington	Fayette	57		34		91	137

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<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
Louisville	Jefferson	67		38		105	158
<u>LOUISIANA</u>							
Baton Rouge	East Baton Rouge Parish	63		34		97	146
Bossier City	Bossier Parish	60		30		90	135
Gonzales	Ascension Parish	57		30		87	131
Lafayette	Lafayette Parish	51		30		81	122
Lake Charles	Calcasieu Parish	64		30		94	141
New Orleans	Parishes of Jefferson, Orleans, Plaquemines, and St. Bernard	70		42		112	168
Opelouses	Saint Landry	58		30		88	132
Shreveport	Caddo Parish	58		34		92	138
Slidell	St. Tammany Parish	51		30		81	122
<u>MAINE</u>							
Augusta	Kennebec	51		30		81	122
Bangor	Penobscot						
(July 1--October 31)		57		30		87	131
(November 1--June 30)		50		30		80	120
Bar Harbor	Hancock						
(July 1--September 14)		121		34		155	233
(September 15--June 30)		84		34		118	177
Bath	Sagadahoc						
(June 1--September 30)		61		30		91	137
(October 1--May 31)		53		30		83	125
Calais	Washington	57		30		87	131
Kennebunk/Sanford	York						
(May 1--September 30)		87		34		121	182
(October 1--April 30)		63		34		97	146
Kittery	Portsmouth Naval Shipyard						
(June 1--October 31)	(Refer also to	75		34		109	164
(November 1--May 31)	Portsmouth, NH)	56		34		90	135
Portland	Cumberland						
(July 1--October 31)		86		38		124	186
(November 1--June 30)		65		38		103	155
Rockport	Knox						
(June 15--October 31)		94		34		128	192
(November 1--June 14)		65		34		99	149
Wiscasset	Lincoln						
(July 1--September 14)		84		30		114	171
(September 15--June 30)		57		30		87	131

MARYLAND

(For the counties of Montgomery and Prince Georges, refer to District of Columbia)

Annapolis	Anne Arundel	86		38		124	186
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<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
Baltimore	Baltimore and Harford	96		38		134	201
Columbia	Howard	87		42		129	194
Frederick	Frederick	58		38		96	144
Grasonville	Queen Annes	55		34		89	134
Hagerstown	Washington	55		30		85	128
Lexington Park/St. Inigoes/ Leonardtown	Saint Marys	59		34		93	140
Lusby	Calvert	59		34		93	140
Ocean City	Worcester						
(May 1--September 30)		152		42		194	291
(October 1--April 30)		77		42		119	179
Saint Michaels	Talbot	133		38		171	257
Salisbury	Wicomico						
(June 1--September 14)		57		34		91	137
(September 15--May 31)		52		34		86	129
<u>MASSACHUSETTS</u>							
Andover	Essex	77		38		115	173
Boston	Suffolk	116		42		158	237
Cambridge/Lowell	Middlesex	116		34		150	225
Hyannis	Barnstable						
(July 1--September 30)		112		38		150	225
(October 1--June 30)		67		38		105	158
Martha's Vineyard/Nantucket	Dukes and Nantucket						
(June 1--October 31)		179		42		221	332
(November 1--May 31)		122		42		164	246
Northampton	Hampshire	66		30		96	144
Pittsfield	Berkshire	56		34		90	135
Plymouth	Plymouth						
(June 15--October 31)		87		30		117	176
(November 1--June 14)		64		30		94	141
Quincy	Norfolk	78		34		112	168
South Deerfield/Greenfield	Franklin	69		30		99	149
Springfield	Hampden	67		30		97	146
Taunton/New Bedford	Bristol	58		30		88	132
Worcester	Worcester	61		30		91	137
<u>MICHIGAN</u>							
Ann Arbor	Washtenaw	67		30		97	146
Battle Creek	Calhoun	57		30		87	131
Cadillac	Wexford	53		30		83	125
Charlevoix	Charlevoix						
(June 1--September 30)		94		30		124	186
(October 1--May 31)		50		30		80	120
Detroit	Wayne	84		38		122	183

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<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
Flint	Genesee	52		30		82	123
Frankfort	Benzie						
(June 1--September 30)		64		30		94	141
(October 1--May 31)		50		30		80	120
Gaylord	Otsego						
(June 1--September 30)		58		34		92	138
(October 1--May 31)		52		34		86	129
Grand Rapids	Kent	60		34		94	141
Grayling	Crawford	52		30		82	123
Holland	Ottawa						
(May 1--September 30)		59		30		89	134
(October 1--April 30)		51		30		81	122
Kalamazoo	Kalamazoo	61		30		91	137
Lansing/East Lansing	Ingham	57		30		87	131
Leland	Leelanau						
(May 1--September 30)		114		30		144	216
(October 1--April 30)		80		30		110	165
Ludington	Mason						
(May 1--September 30)		68		30		98	147
(October 1--April 30)		50		30		80	120
Mackinac Island	Mackinac						
(June 1--September 30)		124		38		162	243
(October 1--May 31)		91		38		129	194
Manistee	Manistee						
(June 1--September 30)		58		30		88	132
(October 1--May 31)		50		30		80	120
Midland	Midland	65		30		95	143
Mount Pleasant	Isabella	56		30		86	129
Muskegon	Muskegon	51		30		81	122
Ontonagon	Ontonagon	55		30		85	128
Petosky	Emmet	51		34		85	128
Pontiac/Troy	Oakland	81		38		119	179
Port Huron	St. Clair	52		38		90	135
Sault Ste Marie	Chippewa	77		34		111	167
South Haven	Van Buren						
(May 1--September 30)		70		30		100	150
(October 1--April 30)		55		30		85	128
St. Joseph/Benton Harbor/Niles	Berrien	56		34		90	135
Traverse City	Grand Traverse						
(May 1--September 30)		98		34		132	198
(October 1--April 30)		54		34		88	132
Warren	Macomb	56		30		86	129

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3. Schedule B (4.2.7.2.3)

SCHEDULE B
HIGH COST LOCATIONS - CONTINENTAL USA^{1/}

<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
<u>MINNESOTA</u>							
Duluth	St. Louis						
(June 1--September 30)		59		38		97	146
(October 1--May 31)		51		38		89	134
Hinckley	Pine	51		30		81	122
Minneapolis/St. Paul	Anoka, Hennepin Dakota and Ramsey Counties; Fort Snelling Military Reservation and Navy Astronautics Group (Detachment BRAVO), Rosemount	81		38		119	179
Rochester	Olmsted	61		30		91	137
<u>MISSISSIPPI</u>							
Biloxi/Gulfport/Pascagoula/Bay St. Louis Harrison, Jackson, Hancock							
(May 1--September 14)		72		34		106	159
(September 15--April 30)		63		34		97	146
Greenville	Washington	51		30		81	122
Jackson	Hinds	60		34		94	141
Philadelphia	Neshoba	60		30		90	135
Ridgeland	Madison	55		34		89	134
Robinsonville	Tunica	64		30		94	141
Vicksburg	Warren	51		30		81	122
<u>MISSOURI</u>							
Branson	Taney						
(May 1--October 31)		78		30		108	162
(November 1--April 30)		62		30		92	138
Cape Girardeau	Cape Girardeau	54		30		84	126
Hannibal	Marion						
(June 1--September 14)		55		30		85	128
(September 15--May 31)		50		30		80	120
Jefferson City	Cole	56		30		86	129
Kansas City	Clay, Jackson and Platte (Refer also to Kansas City, KS)	78		42		120	180
Lake Ozark	Miller	53		34		87	131
Osage Beach	Camden						
(May 15--October 31)		68		34		102	153
(November 1--May 14)		57		34		91	137
Springfield	Greene	54		34		88	132
St. Louis	St. Charles and St. Louis	74		42		116	174
<u>MONTANA</u>							
Great Falls	Cascade	54		30		84	126
Kalispell/Polson	Flathead and Lake	54		30		84	126

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<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
<u>NEBRASKA</u>							
Kearney	Buffalo	51		30		81	122
Lincoln	Lancaster	53		30		83	125
Omaha	Douglas	63		34		97	146
<u>NEVADA</u>							
Elko	Elko	53		30		83	125
(June 1--September 30)		149		38		187	281
(October 1--May 31)		106		38		144	216
Las Vegas	Clark County; Nellis AFB	74		38		112	168
Reno	Washoe County	56		34		90	135
	(all points other than the City of Incline Village)						
Stateline	Douglas (Refer also to S. Lake Tahoe, CA)	126		38		164	246
Winnemucca	Humboldt	55		30		85	128
<u>NEW HAMPSHIRE</u>							
Concord	Merrimack						
(June 1--October 31)		70		30		100	150
(November 1--May 31)		61		30		91	137
Conway	Carroll						
(June 1--October 31)		74		34		108	162
(November 1--May 31)		60		34		94	141
Durham	Strafford						
(May 1--October 31)		66		30		96	144
(November 1--April 30)		58		30		88	132
Hanover	Grafton and Sullivan						
(June 1--October 31)		72		38		110	165
(November 1--May 31)		58		38		96	144
Laconia	Belknap						
(June 1--October 31)		83		30		113	170
(November 1--May 31)		58		30		88	132
Manchester	Hillsborough	68		30		98	147
Portsmouth/Newington	Rockingham County; Pease AFB						
(June 1--October 31)	(Refer also to Kittery, ME)	75		34		109	164
(November 1--May 31)		56		34		90	135
<u>NEW JERSEY</u>							
Atlantic City	Atlantic						
(April 1--November 30)		114		38		152	228
(December 1--March 31)		76		38		114	171
Belle Mead	Somerset	69		34		103	155
Camden/Moorestown	Camden and Burlington	77		38		115	173
Edison	Middlesex	66		38		104	156
Flemington	Hunterdon	63		34		97	146

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SCHEDULE B
HIGH COST LOCATIONS - CONTINENTAL USA^{1/}

<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
Freehold/Eatontown	Monmouth County; Fort Monmouth	83		34		117	176
Millville	Cumberland	54		34		88	132
Newark	Bergen, Essex, Hudson, Passaic and Union	93		42		135	203
Ocean City/Cape May	Cape May						
(May 15--September 30)		156		30		186	279
(October 1--May 14)		104		30		134	201
Parsippany/Dover	Morris County; Picatinny Arsenal	97		38		135	203
Princeton/Trenton	Mercer	89		38		127	191
Salem	Salem	51		30		81	122
Tom's River	Ocean						
(June 1--September 30)		69		34		103	155
(October 1--May 31)		62		34		96	144
<u>NEW MEXICO</u>							
Albuquerque	Bernalillo	70		34		104	156
Cloudcroft	Otero	87		30		117	176
Farmington	San Juan	57		34		91	137
Gallup	McKinley	51		30		81	122
Las Cruces/White Sands	Dona Ana	53		30		83	125
Los Alamos	Los Alamos	75		34		109	164
Raton	Colfax						
(June 1--August 31)		55		30		85	128
(September 1--May 31)		50		30		80	120
Santa Fe	Santa Fe						
(May 1--October 31)		121		42		163	245
(November 1--April 30)		91		42		133	200
Taos	Taos						
(December 1--March 31)		87		34		121	182
(April 1--November 30)		76		34		110	165
<u>NEW YORK</u>							
Albany	Albany	81		38		119	179
Auburn	Cayuga	51		30		81	122
Batavia	Genesee	60		34		94	141
Binghamton	Broome	62		34		96	144
Buffalo	Erie	80		38		118	177
Catskill	Greene						
(June 1--September 14)		66		30		96	144
(September 15--May 31)		53		30		83	125
Corning	Steuben	61		34		95	143

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<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
Glens Falls	Warren						
(June 1--October 31)		84		38		122	183
(November 1--May 31)		59		38		97	146
Ithaca	Tompkins	62		30		92	138
Kingston	Ulster	51		34		85	128
Lake Placid	Essex						
(June 1--November 14)		88		34		122	183
(November 15--May 31)		59		34		93	140
Monticello	Sullivan	62		34		96	144
New York City	The boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island; Nassau and Suffolk Counties	153		42		195	293
Niagara Falls	Niagara						
(May 15--October 31)		77		34		111	167
(November 1--May 14)		63		34		97	146
Oswego	Oswego	61		30		91	137
Owego	Tioga	57		30		87	131
Palisades/Nyack	Rockland	60		34		94	141
Plattsburgh	Clinton	54		34		88	132
Poughkeepsie	Dutchess	74		30		104	156
Rochester	Monroe	74		42		116	174
Romulus/Waterloo	Seneca	65		30		95	143
Saratoga Springs	Saratoga						
(May 1--October 31)		94		38		132	198
(November 1--April 30)		53		38		91	137
Schenectady	Schenectady	61		34		95	143
Syracuse	Onondaga	68		34		102	153
Utica	Oneida	60		34		94	141
Watertown	Jefferson	59		30		89	134
Watkins Glen	Schuyler						
(May 1--October 31)		88		30		118	177
(November 1--April 30)		58		30		88	132
West Point	Orange	53		30		83	125
White Plains	Westchester	105		42		147	221
NORTH CAROLINA							
Asheville	Buncombe						
(May 1--October 31)		79		34		113	170
(November 1--April 30)		50		34		84	126
Charlotte	Mecklenburg	61		38		99	149
Duck/Outer Banks	Dare						
(May 1--September 30)		134		34		168	252
(October 1--April 30)		50		34		84	126
Fayetteville	Cumberland	52		30		82	123
Greensboro/High Point	Guilford	60		34		94	141

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<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
Morehead City	Carteret	60		30		90	135
New Bern/Havelock	Craven	53		30		83	125
Research Park, Raleigh, Durham, Chapel Hill	Wake, Durham and Orange	86		38		124	186
Wilmington	New Hanover						
(March 1--September 30)		66		30		96	144
(October 1--February 29)		58		30		88	132
Winston-Salem	Forsyth	64		34		98	147

NORTH DAKOTA

(No high cost locations)

OHIO

Akron	Summit	73		34		107	161
Bellevue/Norwalk	Huron						
(May 1--September 30)		90		30		120	180
(October 1--April 30)		55		30		85	128
Cambridge	Guernsey	55		30		85	128
Canton	Stark	55		30		85	128
Cincinnati/Evendale	Hamilton and Warren	66		34		100	150
Cleveland	Cuyahoga	78		38		116	174
Columbus	Franklin	70		34		104	156
Dayton/Fairborn	Montgomery and Greene; Wright-Patterson AFB	67		30		97	146
Elyria	Lorain						
(May 1--September 30)		67		30		97	146
(October 1--April 30)		52		30		82	123
Fairfield/Hamilton	Butler	59		30		89	134
Findlay	Hancock	55		30		85	128
Geneva	Ashtabula	76		30		106	159
Jackson	Jackson and Pike	53		30		83	125
Lancaster	Fairfield	58		30		88	132
Perrysburg	Wood	72		30		102	153
Port Clinton/Oakharbor	Ottawa						
(June 1--September 30)		81		30		111	167
(October 1--May 31)		56		30		86	129
Portsmouth	Scioto	52		30		82	123
Sandusky	Erie						
(May 1--September 30)		109		30		139	209
(October 1--April 30)		55		30		85	128
Springfield	Clark	53		34		87	131
Tinney/Fremont	Sandusky						
(June 1--September 14)		60		30		90	135
(September 15--May 31)		50		30		80	120
Toledo	Lucas	56		34		90	135

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SCHEDULE B
HIGH COST LOCATIONS - CONTINENTAL USA¹

<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ⁵
<u>Key City ²</u>	<u>County and/or other defined location ³ / ⁴</u>						
<u>OKLAHOMA</u>							
Eufaula	McIntosh	56		30		86	129
Norman	Cleveland	53		30		83	125
Oklahoma City	Oklahoma	66		30		96	144
Tulsa/Bartlesville	Osage, Tulsa and Washington	55		30		85	128
<u>OREGON</u>							
Ashland/Medford	Jackson	78		38		116	174
Beaverton	Washington	70		38		108	162
Bend	Deschutes	63		30		93	140
Clackamas/Milwaukie	Clackamas	78		30		108	162
Coos Bay	Coos	53		30		83	125
Crater Lake/Klamath Falls	Klamath	99		38		137	206
Eugene/Florence	Lane	67		34		101	152
Gold Beach	Curry						
(May 15--October 31)		64		30		94	141
(November 1--May 14)		50		30		80	120
Lincoln City/Newport	Lincoln						
(June 1--October 31)		94		38		132	198
(November 1--May 31)		72		38		110	165
Portland	Multnomah	87		38		125	188
Salem	Marion	57		30		87	131
Seaside	Clatsop						
(May 1--September 30)		72		30		102	153
(October 1--April 30)		65		30		95	143
<u>PENNSYLVANIA</u>							
Allentown	Lehigh	61		34		95	143
Chester/Radnor	Delaware	103		42		145	218
Easton	Northampton	53		30		83	125
Erie	Erie	61		30		91	137
Gettysburg	Adams						
(May 1--October 31)		68		34		102	153
(November 1--April 30)		62		34		96	144
Harrisburg	Dauphin	74		34		108	162
King of Prussia/Ft. Washington	Montgomery County, except Bala Cynwyd (Refer also to Philadelphia, PA)	80		38		118	177
Lancaster	Lancaster	71		34		105	158
Lebanon	Lebanon County; Indian Town Gap Military Reservation	54		30		84	126
Mechanicsburg	Cumberland	61		30		91	137
Mercer	Mercer	53		30		83	125
Philadelphia	Philadelphia County; City of Bala Cynwyd in Montgomery County	100		38		138	207

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<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
Pittsburgh	Allegheny	83		38		121	182
Reading	Berks	64		30		94	141
Scranton	Lackawanna	57		34		91	137
Shippingport/Beaver Falls	Beaver	51		30		81	122
State College	Centre	67		34		101	152
Uniontown	Fayette	56		30		86	129
Valley Forge/Malvern	Chester	90		38		128	192
Warminster	Bucks County; Naval Air Development Center	60		34		94	141
York	York	56		34		90	135
<u>RHODE ISLAND</u>							
East Greenwich	Kent County; Naval Construction Battalion Center, Davisville	84		34		118	177
Newport/Block Island	Newport and Washington						
(May 1--October 14)		99		42		141	212
(October 15--April 30)		81		42		123	185
Providence	Providence	87		42		129	194
<u>SOUTH CAROLINA</u>							
Aiken	Aiken	53		30		83	125
Charleston	Charleston and Berkeley	62		34		96	144
Columbia	Richland	58		30		88	132
Greenville	Greenville	75		38		113	170
Hilton Head	Beaufort						
(March 1--September 30)		83		34		117	176
(October 1--February 29)		61		34		95	143
Myrtle Beach	Horry County; Myrtle Beach AFB						
(May 1--September 30)		96		34		130	195
(October 1--April 30)		58		34		92	138
Spartanburg	Spartanburg	53		30		83	125
<u>SOUTH DAKOTA</u>							
Custer	Custer						
(June 1--September 30)		73		30		103	155
(October 1--May 31)		52		30		82	123
Hot Springs	Fall River						
(May 1--September 30)		75		30		105	158
(October 1--April 30)		50		30		80	120
Rapid City	Pennington						
(June 1--August 31)		85		30		115	173
(September 1--May 31)		51		30		81	122
Sioux Falls	Minnehaha	51		30		81	122

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<u>Key City ²/</u>	<u>County and/or other defined location ³/ ⁴/</u>						
Spearfish	Lawrence						
(May 1--September 14)		65		30		95	143
(September 15--April 30)		51		30		81	122
<u>TENNESSEE</u>							
Chattanooga	Hamilton	61		30		91	137
Gatlinburg	Sevier	74		34		108	162
Johnson City	Washington	53		30		83	125
Knoxville	Knox County; City of Oak Ridge	63		34		97	146
Memphis	Shelby	69		30		99	149
Murfreesboro	Rutherford	55		30		85	128
Nashville	Davidson	82		38		120	180
Townsend	Blount	70		30		100	150
<u>TEXAS</u>							
Abilene	Taylor	59		30		89	134
Amarillo	Potter	54		30		84	126
Austin	Travis	74		34		108	162
Brownsville	Cameron	54		30		84	126
College Station/Bryan	Brazos	52		30		82	123
Corpus Christi/Ingelside	Nueces and San Patricio	64		30		94	141
Dallas/Fort Worth	Dallas and Tarrant	84		42		126	189
Eagle Pass	Maverick	54		30		84	126
El Paso	El Paso	68		34		102	153
Fort Davis	Jeff Davis	64		30		94	141
Galveston	Galveston						
(May 1--September 14)		77		42		119	179
(September 15--April 30)		67		42		109	164
Granbury	Hood	52		30		82	123
Houston	Harris County; L. B. Johnson Space Center and Ellington AFB	78		38		116	174
Lajitas	Brewster	58		30		88	132
Laredo	Webb	60		30		90	135
Lubbock	Lubbock	60		34		94	141
McAllen	Hidalgo	62		30		92	138
Midland/Odessa	Ector and Midland	55		30		85	128
Plano	Collin	84		34		118	177
San Antonio	Bexar	94		34		128	192
Temple	Bell	52		30		82	123
Tyler	Smith	52		30		82	123
Victoria	Victoria	53		30		83	125
Waco	McLennan	57		30		87	131

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<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
UTAH							
Bullfrog	Garfield						
(April 1--October 31)		115		34		149	224
(November 1--March 31)		80		34		114	171
Cedar City	Iron						
(June 1--September 30)		64		30		94	141
(October 1--May 31)		50		30		80	120
Moab	Grand	88		30		118	177
Park City	Summitt						
(December 1--March 31)		147		42		189	284
(April 1--November 30)		84		42		126	189
Provo	Utah	63		34		97	146
Salt Lake City/Ogden	Salt Lake, Weber, and Davis Counties; Dugway Proving Ground and Tooele Army Depot	75		38		113	170
St. George	Washington	52		34		86	129
Vernal	Uintah						
(May 1--September 14)		55		30		85	128
(September 15--April 30)		50		30		80	120
VERMONT							
Brattleboro	Windham	53		30		83	125
Burlington	Chittenden	64		34		98	147
Manchester	Bennington	102		34		136	204
Middlebury	Addison						
(May 1--October 31)		79		34		113	170
(November 1--April 30)		62		34		96	144
Montpelier	Washington	55		30		85	128
Rutland	Rutland						
(December 15--March 31)		58		30		88	132
(April 1--December 14)		53		30		83	125
St. Albans	Franklin	53		30		83	125
White River Junction	Windsor						
(June 1--October 31)		72		30		102	153
(November 1--May 31)		58		30		88	132
VIRGINIA							
(For the cities of Alexandria, Fairfax, and Falls Church, and the counties of Arlington, Fairfax, and Loudoun, refer also to District of Columbia)							
Blacksburg	Montgomery	51		30		81	122
Charlottesville*		56		42		98	147
Lexington*		53		30		83	125
Lynchburg*		62		34		96	144
Manassas/Manassas Park*	Prince William	53		30		83	125
Richmond*	Chesterfield and Henrico	70		38		108	162
Counties; also Defense Supply Center							

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Subsection 2: Lodging, Subsistence, and Mileage Rates (4.2.7.2)

3. Schedule B (4.2.7.2.3)

SCHEDULE B
HIGH COST LOCATIONS - CONTINENTAL USA^{1/}

<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
Roanoke*	Roanoke	54		34		88	132
Virginia Beach*	Virginia Beach (also Norfolk, Portsmouth and Chesapeake)*	108		38		146	219
(May 1--September 30)		77		38		115	173
(October 1--April 30)							
Wallops Island	Accomack	91		30		121	182
(June 1--October 14)		70		30		100	150
(October 15--May 31)							
Williamsburg*	Williamsburg (also Hampton, Newport News, York County, Naval Weapons Station, Yorktown)*	91		34		125	188
(April 1--October 31)		65		34		99	149
(November 1--March 31)							
Wintergreen	Nelson	103		42		145	218

* Denotes Independent Cities

WASHINGTON

Anacortes/Mt. Vernon/ Whidbey Island	Skagit and Island	69		34		103	155
(May 1--October 14)		59		34		93	140
(October 15--April 30)							
Bellingham	Whatcom	56		34		90	135
Bremerton	Kitsap	57		30		87	131
Friday Harbor	San Juan	84		38		122	183
(June 1--October 31)		71		38		109	164
(November 1--May 31)							
Kelso/Longview	Cowlitz	53		34		87	131
Lynnwood/Everett	Snohomish	65		34		99	149
Ocean Shores	Grays Harbor	69		34		103	155
(April 1--September 30)		55		34		89	134
(October 1--March 31)							
Port Angeles	Clallam	71		34		105	158
(May 15--September 30)		51		34		85	128
(October 1--May 14)							
Port Townsend	Jefferson	81		30		111	167
(April 15--October 31)		64		30		94	141
(November 1--April 14)							
Seattle	King	98		38		136	204
Spokane	Spokane	67		38		105	158
Tacoma	Pierce	60		30		90	135
Tumwater/Olympia/Lacey	Thurston	64		30		94	141
Vancouver	Clark	68		34		102	153

WEST VIRGINIA

Berkeley Springs	Morgan	82		30		112	168
Charleston	Kanawha	58		30		88	132
Harpers Ferry	Jefferson	66		30		96	144

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SCHEDULE B
HIGH COST LOCATIONS - CONTINENTAL USA¹

<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	<u>County and/or other defined location ^{3/ 4/}</u>						
Martinsburg	Berkeley	62		30		92	138
Morgantown	Monongalia	65		30		95	143
Parkersburg	Wood	52		30		82	123
Wheeling	Ohio	53		34		87	131
<u>WISCONSIN</u>							
Appleton	Outagamie	61		30		91	137
Brookfield	Waukesha	66		38		104	156
Eagle River	Vilas						
(June 1--September 30)		59		30		89	134
(October 1--May 31)		50		30		80	120
Eau Claire	Eau Claire	55		34		89	134
Green Bay	Brown	68		30		98	147
La Crosse	La Crosse	55		34		89	134
Lake Geneva	Walworth						
(May 1--October 31)		99		34		133	200
(November 1--April 30)		69		34		103	155
Madison	Dane	62		34		96	144
Milwaukee	Milwaukee	70		34		104	156
Mishicot	Manitowoc	52		30		82	123
Oshkosh	Winnebago	55		34		89	134
Racine/Kenosha	Racine and Kenosha	58		34		92	138
Rhineland/Minocqua	Oneida	52		30		82	123
Sheboygan/Plymouth	Sheboygan	51		30		81	122
Sturgeon Bay	Door						
(June 1--September 14)		65		30		95	143
(September 15--May 31)		50		30		80	120
Wautoma	Waushara	51		30		81	122
Wisconsin Dells	Columbia						
(June 1--September 14)		107		38		145	218
(September 15--May 31)		54		38		92	138
<u>WYOMING</u>							
Cody	Park						
(May 1--September 30)		88		30		118	177
(October 1--April 30)		52		30		82	123
Jackson	Teton						
(June 1--October 14)		102		42		144	216
(October 15--May 31)		64		42		106	159
Thermopolis	Hot Springs						
(June 1--September 14)		62		30		92	138
(September 15--May 31)		50		30		80	120

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HIGH COST LOCATIONS - CONTINENTAL USA^{1/}**

<u>Per Diem Localities By State</u>		Maximum Lodging Amount (a)	+	Set Subsistence Rate (b)	=	Maximum Per Diem Rate (c)	Exception To Maximum Lodging ^{5/}
<u>Key City ^{2/}</u>	County and/or other defined location ^{3/}						

FOOTNOTES

- ^{1/} Continental USA is defined as the 48 contiguous states and the District of Columbia.
- ^{2/} Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
- ^{3/} Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties."
- ^{4/} Military installations or Government-related facilities (whether or not specifically named) that are located partially within the city or county boundary shall include "all locations that are geographically part of the military installation or Government-related facility, even though part(s) of such activities may be located outside the defined per diem locality."
- ^{5/} Refer also to Subsection 4.2.2.2.4, Exception to the Maximum Allowable Lodging Amounts, for an explanation of the conditions when an employee may be reimbursed above the maximum lodging amount.